

The Mahikeng Local Municipality, the Capital of North West Province, offer existing career opportunities for people with necessary qualifications and experience, and currently invites applications for the following vacant positions:

A. OFFICE OF THE MUNICIPAL MANAGER

1. **Vacancy** : **Manager: Security Services (M.I.S.S)**
- Salary Level** : **03**
- Salary Scale** : **R 448 994.04 per annum**
- Requirement** : Matric plus / Bachelor Degree or National Diploma or equivalent qualification with four (4) years relevant experience in risk, security management or security related fields, Have a Top Secretary Clearance before appointment or within two (2) years of appointment, completed compulsory courses, knowledge of applicable legislation, experience in research methodology, excellent presentation, writing, interpersonal, analytical, leadership, financial management skills and business acumen. Computer Literacy and Code 8 Driver's license.

Key Performance Areas:

- Drafting internal security policy, based on the MISS documents, *Monitoring the extent of adherence/compliance to the security policy and measurers, *Running a security awareness program in the institution, * Ensuring the completeness of vetting applications before forwarding to the vetting institution, *Preparing investigational and performance reports and summaries detailing functional progress, *Preparing responses to correspondences and queries, * Liaising regularly with SSA for advice, *Keeping record of all security incidents.

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

2. **Vacancy** : **Internal Auditor**
- Salary Level** : **03**
- Salary Scale** : **R 448 994.04 per annum**
- Requirements** : Matric plus BCom Auditing and accounting with three (3) – four (4) considerable years' experience which two (2) years at management level preferably within Local Government. Must be registered with relevant professional body. Excellent facilitation and communication skills. Must have knowledge of the Auditing processes, applications and principle to enable analysis, evaluation and reporting.

Key Performance Areas:

- Co-ordinates and controls processes and procedures associated with the formulation of Municipality's risks based Audit plan and program. Monitors applications, procedures associated with specific statutory financial responsibilities and functions/ activities of Municipality. Manages the implementation of Audit investigative processes to determine irregularities or non – compliance, Disseminates guidance and information on specific key performance areas and requirements associated with Audit program and procedures.

3. Vacancy	:	Monitoring and Evaluation Manager
Salary Level	:	03
Salary Scale	:	R 448 994.04 per annum
Requirements	:	Matric plus Bachelor's degree in Business, Social Sciences/Public Administration and or in quantitative discipline coupled with 3 – 4 years' experience in strategy development and business planning environment of which 2 years must be at managerial level. Post graduate Diploma in Monitoring and Evaluation and/ Strategy development. Project management certificate Understanding of strategic planning in municipality environment. Monitoring and evaluation experience in the field of strategic planning. Good level of proficiency in Windows, Excel and quantities analysis, among other packages of MS Office. Capacity to produce high-quality reports in English and proven written communication and presentation skills, presenting evaluation findings through a variety of mediums- data visuals e.g. graphs, reports presentations. Ability to provide coordination for operational evaluation studies. Valid driving license.

Key Performance Areas: Provides oversight for a program's planning, evaluation, knowledge management and monitoring. Identifies performance indicators, develops quality assurance strategies, trains program employees, maintains contact with program partners and ensures all program aspects comply with institutional requirements. Although monitoring and evaluation managers often come from diverse academic backgrounds, having an advanced degree in public policy, business administration or development related studies, and strong facilitation and training skills makes you desirable to employers. Establish or identify suitable indicators for the program you're monitoring. Ensure a program or project adheres to relevant legal regulations, industry standards and organizational policies. Conduct regular inspections to detect areas that violate the guidelines and initiates corrective measures. Develop an effective communication framework to enable Municipality and Community to share and access all knowledge and information..

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

4. **Vacancy** : **Manager Risk Management**
Salary Level : **03**
Salary Scale : **R 448 994.04 per annum**
Requirements : Matric plus B Degree in Commerce/Accounting or Auditing and Risk Management plus a minimum three (3) years' experience in Risk Valid Driver's License.

Key Performance Areas: Good understanding of governance practices, internal control systems and ability to monitor Risk Management activities, programs enterprise Risk Management, concepts and methods, awareness of Risk Finance.

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

B. DIRECTORATE OF FINANCE

5. **Vacancy** : **Head: Expenditure**
Salary Level : **02**
Salary Scale : **R495 711.48 per annum**
Requirements : Matric plus B Com Degree in Accounting. A minimum of four (4) Years' experience in accounting field with 2 years at Management Level. Completion of articles will be advantageous Computer literacy. Code 8 drivers licence.

Key Performance Areas: Manages and directs staff in Expenditure Unit to control expenditure of services provided by Council and to ensure that staff meets set objectives in line with Council's requirements and resource constraints. Compiles and manages annual operational and capital budget of the Expenditure Unit, to ensure effective and efficient functioning of the Unit within the budgetary constraints of Council. This also includes contributing and advising in the compilation of annual budget of Council. Draws up strategic business plans for the Expenditure Unit to ensure that business planning of Unit is aligned to Councils and Directorates strategic objectives/priorities. Continuously evaluates and implements new and existing internal control procedures and measures to enhance internal controls in Council.

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

6. **Vacancy** : **Accountant: Income**
Salary : **07**
Salary Scale : **R 287 510.64 – R 317 476.44**
Requirements : Matric plus B Com Degree in Accounting/Economics with 2 – 3 years' experience with an in-depth application of procedures. Completion of articles will be Advantageous. Code 8 drivers licence.

Key Performance Areas: Co – ordinates and control sequence associated with the verification and provision of information related to Revenue transaction, Co – ordinated the recording and processing procedures of income transactions against services rendered. Co – ordinates specific administrative and financial sequences associated with the rates levy.

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

C. DIRECTORATE OF CORPORATE SUPPORT SERVICES

7. **Vacancy** : **ICT Specialist**
Salary : **03**
SALARY SCALE : **R 448 994.04 per annum**
Requirements : Matric plus Bachelor degree in Information Technology with four (4) years' experience with two (2) years at managerial level. Computer Science. Must have excellent IT Project Management or mathematics, Data processing, Computer Information system, networking, system analysis, and computer programming. Must have proven track record of maintaining structural integrity. IT registration with relevant authorities.

Key Performance Areas: *Manage sequences and activities associated with staff management and development within the ICT, Co-ordinates Information Communication Technology, Facilitate and implement communication Technology, *Maintain and integrate the Information Technology, Develop and implement information communication technology security systems, Developing and implementing systems access controls and procedures for firewalls and internet protocol,

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

8. **Vacancy** : **General Workers: Corporate Support Services (x10)**
Salary Level : **18**
Salary Scale : **R 100 422.48 per annum**
Requirements : **Grade 10. Be able to read and write. Have good communication skills.**

Key Performance Areas: Cleaning of the entire municipal buildings including toilets. Carries out instructions as given by superiors for ultimate optimization of production

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

9. **Vacancy** : **Labour Relations Officer**
Salary Level : **05**
Salary Scale : **R 350 526- R 387 059.40 per annum**
Requirement : **Matric plus / Bachelor Degree or National Diploma in Labour Relations. At least a minimum (3) years practical experience in unionized environment. Extensive knowledge of labour legislation and labour sector. Knowledge of bargaining Council structures. Computer Literacy and Code 8 Driver's license.**

Key Performance Areas:

- Provide professional advice on consultations and negotiations with organized labour, * Administers the dispute resolutions system in the municipality so that council settles disputes in a fair manner, Ensuring the implementation of agreed conditions of service as per SALGBC recommendations, Ensuring the development and implementation of proper communication and information sharing mechanisms between employer and employees, Ensuring proper recording and capturing of information/minutes from meetings, Ensuring the establishment of relevant consultation structure (LLF)., liaising with key stakeholder when conflicts do arise in order to ensure that all key people are on board.

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

10. **Vacancy** : **Wellness Manager**
Salary Level : **03**
Salary Scale : **R 448 994.04 per annum**
Requirement : **Matric plus / Bachelor Degree in Human Resources Management or equivalent with four (4) years relevant experience three (3) at managerial experience. Knowledge of OHS, EAP, Statutory Acts. EAP Certificate. Computer Literacy and Driver's license.**

Key Performance Areas:

- To manage, monitor and evaluate implementation of Employee Wellness, Quality of Work Life, and Occupational Health and Safety (OHS) framework and strategies to promote and maintain a well-balanced lifestyle for ORTDM employees. To develop and review integrated Employee Wellness Program Policy, manage implementation of employee wellness strategy and render management consultation & training.

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

D. DIRECTORATE OF INFRASTRUCTURE

11. **Vacancy** : **Technician – Water and Sanitation (X2)**
Salary level : **05**
Salary Scale : **R 350 526.60 – R 387 059 .40 per annum**
Requirements : Matric plus a Higher National Diploma or Degree BSc/BEng/BTech in Water or Civil Engineering. Knowledge of project Management Course. Experience in Monitoring and Evaluation will be an added advantage. Code B Driver's license. Code EB Driver's License will be added advantage. Computer Literate. Registered as Professional Engineering Technician with ECSA (Pr. Tech. Eng.). Ability to design and supervise projects. Minimum of 3 years' experience in the Water & Civil Engineering Field

Key Performance Areas: Operate and Maintain Water and Sewer Systems. Apply sound knowledge of the Water and Sanitation System in order to help coordinate projects with engineers and contractors. Monitor the maintenance of sensory equipment in all pump stations and wastewater treatment works. Address public concerns through water forum meetings. Plan and Control Resources. Supervise and Control sub-ordinates. Compiles reports for submission to Superior; Coordinate and controls task \ activities associated with subordinate's performance, productivity and discipline by applying Performance Management System. Establish the adequacy and availability of personnel against agreed outcomes and motivate to the immediate superior for additional resources.

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

12. **Vacancy** : **Mechanic**
Salary : **09**
Requirements : **R 213 570.68 – R 247 721.76 per annum**
Requirements : N6 mechanical Engineering with at least 3 years' minimum
Experience in plant maintenance (Transport). . Registration as artisan.
Knowledge of applicable company & industry engineering standards &
OHS Act and regulations. Code EC 1 driving license PDP

Key Performance Areas: Coordinate day to day activities of the site Mechanical workshop and supervise mechanical workshop staff. Planning and executing scheduled preventative & predictive mechanical, electrical & civil maintenance task to minimise plant downtime as well as maintaining plant integrity in compliance with OHS Act requirements. Ensuring regular repairs of plant, mechanical equipment and troubleshooting plant mechanical problem. Coordinating, monitoring Mechanical & electrical contractors on provision of services to the organisation. |Assisting Superintendent in preparing mechanical workshop budget. Maintaining Electro Mechanical plants equipment maintenance records. Maintaining workshop tools, equipment in compliance with OHS Act SANS standards as well as good housekeeping in the workshop. Sourcing engineering spares & services of good quality at the best price in cooperation with the supervisor. Training subordinates & promoting team work in the workshop environment.

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

E. DIRECTORATE OF PLANNING AND DEVELOPMENT

13. **Vacancy** : **Town Planner**
Salary : **06**
Salary scale : **R317 476.44- R 350 523.60 per annum**
Requirements : Grade 12 plus a B degree/B-Tech in Town Planning with four (3)
Year's relevant working experience. Sound working knowledge of applicable planning/local government legislation, zoning/ town planning schemes and NEMA regulations. A professional registration with the SA Council for Planners (SACPLAN) is essential. A Code 8 drivers Licence and Computer Literacy

Key Performance Areas: Producing conceptual framework of town planning policies and activities. Recommending amendments to existing town planning scheme(s) and provide facilitates the production of a new town planning scheme. Attending to all relevant meetings with Stakeholders (e.g Local, Provincial and National) relating to town and related work. Dealing with land use plans. Recommend whether proposals should be approved or denied. Assess the feasibility of proposals and identify needed changes. Conduct field investigations to analyse factors affecting land use. Provide sound Town Planning advice to relevant parties in terms of the relevant applications

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

14. **Vacancy** : **Building Inspector**
Salary : **08**
Salary Scale : **R 253 936.00-R 280 412.88 per annum**
Requirements : Trade test artisan in civil/construction industry. Code B Driver's License. Two (2) years' experience in building environment. NQF Level 5. Applicant must have thorough understanding and comprehensive know how of National Building Regulations. SABS Code of practice.

Key Performance Areas: Implementation of the National building regulations and town- planning scheme to regulate building functions, inspection on all building and developments to ensure safety and compliance. Compiles contravention letters to owners/developers properties ensuring compliance with regulations. Preparing and presenting/approving and issuing compliance notices to align practices.

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

F. DIRECTORATE OF COMMUNITY SERVICES

15. **Vacancy** : **HEAD: Waste Management**
Salary : **02**
Salary Scale : **R495 711.48 per annum**
Requirements : Bachelors Degree/ National Diploma in Public Health or equivalent. A minimum of three (3) years relevant field of which experience in Health Services environment of which two (2) is at managerial level. Knowledge of Batho Pele Principle corporate governance. Have knowledge of all relevant legislation. Working knowledge of strategy and policy development with implementation. Computer Literacy. Code 8 driver's licence. Registration with Health Professional Council is required.

Key Performance Areas: Lead and manage all staff in the waste water unit to ensure that staff meets the units' objectives in line with Council's and directorates' requirements and resource constraints. Plan and monitor the annual capital and operational budget of the waste management unit, to ensure effective and efficient functioning of the unit within the budgetary constraints of Council. Represents the waste management unit in all meetings and forums that relate to waste management, to ensure good flow of information in the unit and that the municipality is represented. This also includes attending Community Services Portfolio meetings and management meetings to implement Council resolutions and give feedback to all staff in the unit. Draw up strategic business plans for the Waste management unit, to ensure that business planning of the unit is aligned to Council and directorates' strategic objectives/priorities.

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

16. **Vacancy** : **GENERAL WORKERS: COMMUNITY SERVICES (x 15)**
Salary Level : **18**
Salary Scale : **R100 422.48**
REQUIREMENTS : Grade 10. Be able to read and write. Have good communication skills.

Key Performance Areas: Carries out all general work relating to the upkeep of refuse removal, litter picking, maintenance of parks and cleaning of ablution facilities. Carries out instructions as given by superiors for ultimate optimization of production

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

G. DIRECTORATE OF PUBLIC SAFETY

17. **Vacancy** : **GENERAL WORKERS: PUBLIC SAFETY (x3)**
Salary Level : **18**
Salary Scale : **R 100 422.48**
REQUIREMENTS : Grade 10. Be able to read and write. Have good communication skills.

Key performance areas: Carries out all general work relating to the upkeep, maintenance of road paintings. Carries out instructions as given by superiors for ultimate optimization of production

In addition to the above salary and subject to certain conditions, the following benefits are offered:

***13th cheque * Group Insurance * Housing Subsidy Scheme *Rental Allowance * Medical Aid and * Pension Scheme.**

18. **Vacancy** : **Secretary Office of the Speaker**
Salary level : **08**
Salary Scale : **R 253 932.00 –R280 412.88**
Requirements : **This employment contract runs concurrently with the term of office of the current Speaker.**
Secretarial Diploma or equivalent plus 2 years' Experience **OR**
Grade 12 plus 5 year's relevant experience in providing administrative and secretarial services to senior levels within an organization. Knowledge of office management and clerical

procedures, advanced computer literacy and skills. Telephone etiquette. Attention to detail, planning and organizing skills. Communication skills. Protocol and business ethics. Ability to handle and manage frequent interruptions. Client service orientation.

Key Performance Areas: Provides secretarial, administrative and reception support in the Office of the Speaker. Maintain the Speaker's Diary- Speaker's appointments and other bookings. Responsibility for the general secretarial and administrative functions of the Speaker's Office (filling, correspondence, reservations, typing, telephones). Liaise with the manager in the office of the Speaker and other staff/officials regarding the daily Speaker's activities. Advise the Speaker of the daily activities, travel arrangements and the related protocol requirements. Answering all telephone calls and screen to be directed to the Speaker or Manager. Ensure that calls are returned by Speaker or Manager and that ongoing feedback been given to the Speaker with regard to the problems and/or enquiries received from public or officials. Handling all confidential matters of the Speaker and the Council. Distribution of incoming and outgoing correspondence, as well as faxes. Decides on urgency of correspondences and faxes and bring to immediate attention of the Speaker or Manager. Responsible for travel and accommodation arrangement to ensure payment of the bills. Responsible for the booking of the Municipal/ Mayoral Chamber for relevant meetings. Responsible to see that agendas are prepared and circulated timeously. Compilation of minutes of meetings. Assist with research work.

H. OFFICE OF THE SINGLE WHIP

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| 19. | Vacancy | : | Manager: Office of the Single Whip |
| | Salary Level | : | 03 |
| | Salary Scale | : | R 564 305.05 (All inclusive) |
| | | | This fixed term contract of employment which runs Concurrently with the term of Office of the current Single Whip of Council |
| | Requirement | | B. Admin or any 3 years tertiary qualification in Social or Political field with 2 year's work experience OR matric plus 5 year's management experience especially in Local government functions. Proven understanding of Socio-political environment. Proficiency in the interpretation of Local Government legislation. Proven ability to formulate policy, manage services delivery and run a political office. Good planning, budgeting, communication and interpersonal skills. Excellent report and speech writing skills. Computer literacy. A CPMD certificate will be an added advantage. |

Key Performance Areas: Manage office of the Single Whip and provide support in the following functions: *Coordinate the work of portfolio committees and councilors as well as caucus arrangements. Plans and monitor constituency programs and evaluate their implementation. In liaison with the office of the Mayor and Speaker, ensure integration of activities between the offices

for improved service delivery to the community. Speech writing service to the Single Whip. Receive notification of policies that must be discussed and delivered. Determine the topic and theme of invitation in discussion with interest party and Single Whip. Do research on political issues for policy discussion. Submit for amendments and approval by the Single Whip. Brief Single Whip on developments and community that have influence on the office of the Single Whip. Liaise on continuous basis with the relevant stakeholders to keep the Single Whip informed on staff developments and trends in the municipality. Attend meetings to keep abreast of internal and external developments. Peruse newspapers and internet to be informed of political development that might influence the local community and Municipality. Compile weekly, monthly and annual program of Single Whip in conjunction with the Executive Secretary. Acts as Project Manager for eminent events. Ensure that Secretary make all the necessary travelling and accommodation arrangements for Single Whip. Provide Single Whip with feedback on progress emanating from caucus decisions. Compiling letters, media releases and reports received from the Municipal Manager and Executive Directors and ensure processing. Deal with all instruction from the Single Whip.

20. **Vacancy** : **Secretary: Office of the Single Whip**
Salary level : **08**
Salary Scale : **R 253 932.00 –R280 412.88 per annum**
This employment contract runs concurrently with the term of office of the current Executive Single Whip.
Requirements : Secretarial Diploma or equivalent plus 2 years' Experience **OR** Grade 12 plus 5 year's relevant experience in providing administrative and secretarial services to senior levels within an organization. Knowledge of office management and clerical procedures, advanced computer literacy and skills. Telephone etiquette. Attention to detail, planning and organizing skills. Communication skills. Protocol and business ethics. Ability to handle and manage frequent interruptions. Client service orientation.

Key Performance Areas: Provides secretarial, administrative and reception support in the Office of the Speaker. Maintain the Speaker's Diary- Speaker's appointments and other bookings. Answering all telephone calls and screen directed to the Single Whip. Ensure that calls are returned by the Single Whip or Manager and the ongoing feedback given to the Single Whip with regards to the problem and/or enquirers received from public or officials. Handling all confidential matters of the Single Whip and the Council. Distribution of incoming and outgoing correspondence, as well as faxes. Decides on urgency of correspondences and faxes and bring to immediate attention of the Single Whip or Manager. Responsible for travel and accommodation arrangement to ensure payment of the bills. Plan and organize diary of the Single Whip or the Manager. Responsible for the booking of the Municipal/ Mayoral Chamber for caucus and study group meetings. Invite councilors to caucus and study group meetings. Responsible for buying/ ordering of refreshments for officials meetings and ensure that payment proceeds. Responsible to see that agendas be in time for caucus and study group meetings. Assisting portfolio Whips in preparing for their study groups and subsequent reporting thereof. Compilation of minutes in caucus and study groups meetings. Assist Councilors with research work. Capturing of councilor's constituency work done, liaison with Parliamentary Constituency Office.

21. **Vacancy** : **Manager: Special Programs**
Salary level : **03**
Salary Scale : **R 564 305.05 (All inclusive)**
This fixed term contract of employment which runs Concurrently with the term of office of the current Executive Mayor.
Requirements : **Matric plus National Diploma /Degree in Administration or Equivalent. Three year's managerial experience. Code 8 driver's license. Computer literacy will be an added advantage.**

Key Performance Areas: Oversee the planning, approval for an implementation of viable communication participation programs and initiatives required time. Oversee the management of community participation programs initiatives. Provide strategic advice to the Executive Mayor on prioritization of community participation programs. Responsible for raising donor funds and grants and sponsorship of community participation programs. Liaise with District Municipality, Provincial Government and NGO's with regards to public participation matters.

Canvassing for appointment will result in automatic disqualification of an applicant.

Application forms should be made on the Municipality's Official application forms obtainable from Human Resources Section, and must be accompanied by detailed Curriculum Vitae, Three (3) months certified copies of qualifications, ID-document and driver's licence. Correspondence will be limited to successful candidates only. If applicants have not been contacted within three (3) months after the closing date of this advertisement please regard your application as unsuccessful. Council reserves the right not to appoint.

Applications clearly marked "**VACANCY**" must reach the undersigned not later than: **24th October 2017**.
The Municipal Manager, Mahikeng Local Municipality, Private Bag x 63, Mmabatho, 2745.
Human Resources Section (018) 389 0237/0239

No travelling allowance will be paid to any candidate invited for interviews.

MR THABO MOKWENA
MUNICIPAL MANAGER

Notice no. -----/2017