MAHIKENG LOCAL MUNICIPALITY

EXTERNAL VACANCIES

MAHIKENG LOCAL MUNICIPALITY OFFERS THESE EXISTING CAREER OPPORTUNITIES FOR PEOPLE WITH THE NECESSARY QUALIFICATIONS AND EXPERIENCE, AND CURRENTLY INVITES APPLICATIONS FOR THE FOLLOWING VACANT POSITIONS:

A: DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

1. Vacancy : MANAGER: MISS
   Salary Level : 03
   Salary Scale : R 511 651.20 per annum
   Requirements : NQF 6 (National Diploma), NQF 7 (Bachelor’s Degree) or equivalent qualification; Five (5) years’ experience in risk, security management or security related fields; Have a Top Secret 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; Code 8 driver’s license.

   Key Performance Areas : * Manage and oversee sequences and activities associated with security policy development within the municipality. Manage and oversee sequences and activities associated with security management within the Municipality. Attends to administrative and personnel management requirements. Manages specific administrative and reporting requirements associated with the key performance and results indicators of the functionality. Code 8 driver’s license.

2. Vacancy : MANAGER: IDP
   Salary Level : 03
   Salary Scale : R 511 651.20 per annum
   Requirements : Matric plus National Diploma/Degree in Planning & Development. A minimum of three (3) years relevant experience in IDP with 1 year at management level. Code 8 driver’s licence. Knowledge of Local Government Legislation, planning stakeholder and project management skills. Good planning, coordination, people management, problem solving and facilitation skills. Good interpersonal and communication skills. Research and Analysis skills. Sound knowledge and understanding of Inter-Governmental Relations in terms of IDP.

   Key Performance Areas : * Plan, draft and facilitate the adoption and review of the IDP for the Local Municipality. * Review and amend IDP annually according to the Municipality’s performance assessment. Ensure that planning development is aligned to compliment the development plan and strategies of the Council and Provincial Government. Liaise with sector departments, both provincially and nationally on issues of developmental local government. * Develop and review an IDP, Develop IDP framework and process plans

3. Vacancy : PMS COORDINATOR
   Salary Level : 05
   Salary Scale : R 399 442.56 – R 441 073.44 per annum
Key Performance Areas: * Performance management system by providing information on the Performance Management System. Aligning requirements to support methodology by applying methods and standard to determine specific requirement and dimensions of Performance Management. Perform administrative and personnel management by attending to the administrative and personnel management requirements procedures.

B: DIRECTORATE: CORPORATE SUPPORT SERVICES

4. Vacancy: MANAGER: HUMAN RESOURCE DEVELOPMENT
   Salary Level: 03
   Salary Scale: R 511 651.20 per annum
   Requirements: Matric plus National Diploma/B Degree in Human Resources or Human Resource Development is required with National Certificate in ODETDP as an added advantage. Two (2) years’ experience in Human Resources Development environment with one (1) year at management level. Knowledge of Batho – Pele Principle. Knowledge of Corporate Governance, Human Resources and Human Resources Development Principles. Computer Literacy and be able to work independently and as a team. Code 8 drivers licence.

   Key Performance Areas: * Manage all staff in the Human Resource Development Section* Compile, manage and controls the capital and operational budget of the Human Resources Development Section. *Develop and implement operational and workflow processes for the HRD Section in line with Council and Directorate strategic objectives. *Provide and manage training and development functions in the Municipality. * Develop workplace skills plan, conduct skills audit. Ensure compliance with Employment Equity Plan.

5. Vacancy: SUPERVISOR: CLEANER
   Salary level: N10
   Salary Scale: R 204 185.28 – R 232 250.16
   Requirements: Grade 12 plus Supervisory Certificate. Three (3) – Four (4) years at a supervisory level. Basic level of literacy. Good leadership, planning, organizing, and people management skills. Good communication and interpersonal skills. Problem solving and negotiation skills.

   Key Performance Areas: * Supervises and controls the tasks/ activities of personnel (Cleaners and Gardeners) and allocates and priorities outcomes. Controls and monitors sequence and activities associated with cleaning and gardening. Co-ordinates specific administrative and reporting requirements associated with the key performance and results indicators of the functionality.

C: DIRECTORATE INFRASTRUCTURE

6. Vacancy: HEAD: WATER AND SANITATION
   Salary Level: 02
   Salary Scale: R 564.888.00 per annum

   Key Performance Areas: * Lead and manage all staff in the Water and Sanitation Section. * Plan and monitor the annual and operational budget of the Water and Sanitation; * Facilitate the maintenance of Municipal Water and Sanitation network; * Represent the sections in meetings and forums that relate to Water and Sanitation; * Facilitate the implementation of service level agreement in the Unit with all relevant stakeholders.
7. **Vacancy**: MANAGER: WATER AND SANITATION  
   **Salary Level**: 03  
   **Salary Scale**: R 511 651.20 per annum  

**Key Performance Areas**: * Manage all staff in Water and Sanitation Section.* Execute and monitor the annual and operational budget of the Water and Sanitation Section;* Facilitate the maintenance of Municipal Water and Sanitation Section network;* Evaluate and recommend building services with respect to Water and Sanitation Section plan; * Represent the sections in meetings and forums that relate to Water and Sanitation Section; * Facilitate the implementation of service level agreement in the Unit with all relevant stakeholders.

8. **Vacancy**: LABORATORY TECHNICIAN: WATER & SANITATION  
   **Salary Level**: 05  
   **Salary Scale**: R 399 442.56 – R 441 073.44 per annum  
   **Requirements**: National Diploma in Analytical Chemistry and Microbiology. Sound knowledge of Computer Applications and be familiar with Laboratory Quality Management System. Three (3) years in similar Environment. Occupational Health and Safety. A relevant Degree will be an added advantage. Code 8 Driver's license.

**Key Performance Areas**: * Water & Wastewater quality monitoring & regulation. * Coordination with other relevant stakeholders to ensure that approved standards are maintained. * Collection, analysis or testing of samples. *Maintain and operate the laboratory equipment's to the recommended standards to ensure that the results are of acceptable standards. *Motivation and training of staff to ensure that there are relevant skills to perform duties for the effective

9. **Vacancy**: ASSISTANT LABORATORY TECHNICIAN: WATER AND SANITATION  
   **Salary Level**: 09  
   **Salary Scale**: R 243 485.80 – R 282 291.36 per annum  
   **Requirements**: National Certificate in Analytical Chemistry / Water Care. One (1) – Two (2) years practical experience in a similar environment. Must have sound knowledge of Laboratory Management System * Code 8 Drivers License. *Occupational Health and Safety.

**Key Performance Areas**: * Assist senior staff to process samples performed test, ensure that samples are collected, analyzed and correct tests are done and to keep the Laboratory cleans according to the recommended standards. Maintain and operate the laboratory equipment's to the recommended standards to ensure that the results are of acceptable standards *. Responsible the laboratory stock taking . Must have in-depth knowledge of lab procedures.

10. **Vacancy**: ARTISAN: MECHANIC  
    **Salary Level**: 09  
    **Salary Scale**: R 243 485.80 – R 282 291.36 per annum  
    **Requirements**: Trade Certificate (Motor Mechanic and Code C1 Driver's License. One (1) year practical experience. Artisan Certificate will be an added advantage.

**Key Performance Areas**: Services and repairs of vehicles, plant (Heavy vehicles) and equipment (Pumps, Motors and Generators. Report writing in order to inform superintendent on the work done.

11. **Vacancy**: HEAD: ROADS AND STORM WATER  
    **Salary Level**: 02
Salary Scale : R 564,888.00 per annum

Key Performance Areas : * Lead and manage all staff in the Roads and Storm Water Section.* Execute and monitor the annual and operational budget of the Roads and Storm Water Section; * Facilitate the maintenance of Municipal Roads and Storm Water network; * Evaluate and recommend building services with respect to Road and Storm Water plan; * Represent the sections in meetings and forums that relate to Road and Storm Water Section; * Facilitate the implementation of service level agreement in the Unit with all relevant stakeholders.

12. Vacancy : HEAD: ELECTRICAL
Salary Level : 02
Salary Scale : R 564,888.00 per annum
Requirements : Bachelor Degree in Electrical Engineering or Higher National Diploma in Electrical. A minimum of 4-year experience at middle management in Electrical Engineering environment, with 2 years at managerial level Possession of a valid driver’s license (EB). Knowledge of Corporate Governance Principles (i.e. King Reports 1 & 2). Membership of the Engineering Council of South Africa (ECSA) or IMESA. Certificate in Project Management. Occupational Health and Safety. Certificate in Project Management. Member of South African Institute of Electrical Engineers (SAIEE)

Key Performance Areas : * Lead and Manage all staff in the Electrical Section.* Execute and monitor the annual and operational budget of the Electrical Section Section; * Facilitate the maintenance of Municipal Electrical Section network; * Evaluate and recommend building services with respect to Electrical Section plan; * Represent the sections in meetings and forums that relate to Electrical Section; * Facilitate the implementation of service level agreement in the Unit with all relevant stakeholders.

13. Vacancy : MANAGER: ELECTRICAL
Salary Level : 03
Salary Scale : R 511,651.20 per annum (fixed)
Requirements : Higher National Diploma in Building Engineering. A minimum of two (2) – three (3) year experience at middle management in mechanical engineering environment with two (2) years at managerial level. Code 8 Driver’s License. Knowledge of Corporate Governance Principles Membership of the Engineering Council of South Africa (ECSA) or IMESA. Certificate in Project Management. Occupational Health and Safety. Member of South African Institute of Electrical Engineers (SAIEE)

Key Performance Areas : * Manage all staff in the Electrical Section.* Execute and monitor the annual and operational budget of the Electrical Section Section; * Facilitate the maintenance of Municipal Electrical Section network; * Evaluate and recommend building services with respect to Electrical Section plan; * Represent the sections in meetings and forums that relate to Electrical Section Section; * Facilitate the implementation of service level agreement in the Unit with all relevant stakeholders.

14. Vacancy : MANAGER: MECHANICAL
Salary Level : 03
Salary Scale : R 511,651.20 per annum (fixed)
Requirements : Higher National Diploma in Building Engineering. A minimum of two (2) – three (3) year experience at middle management in mechanical engineering environment with two (2) years at managerial level. Possession of a valid driver’s license. Knowledge of Corporate Governance Principles
Key Performance Areas: * Manage all staff in the Mechanical. * Execute and monitor the annual and operational budget of the Mechanical Section; * Facilitate the maintenance of Municipal Mechanical Section network; * Represent the sections in meetings and forums that relate to Mechanical Section; * Facilitate the implementation of service level agreement in the Unit with all relevant stakeholders.

15. **Vacancy**: TECHNICIAN: ROADS AND STORM WATER  
**Salary Level**: 05  
**Salary Scale**: R 399 442.56 – R 441 073.44 per annum  
**Requirements**:  

Key Performance Areas: * Manage all staff in the Roads and Storm Water. * Execute and monitor the annual and operational budget of the Roads and Storm Water Section; * Facilitate the maintenance of Municipal Electrical Section network; * Evaluate and recommend building services with respect to Roads and Storm Water Section plan; * Represent the sections in meetings and forums that relate to Electrical Section; * Facilitate the implementation of service level agreement in the Unit with all relevant stakeholders.

16. **Vacancy**: PMU TECHNICIAN: ROADS AND STORM WATER  
**Salary Level**: 05  
**Salary Scale**: R 399 442.56 – R 441 073.44 per annum  
**Requirements**:  

Key Performance Areas: * Control and supervises all staff in the Project Management and Construction related to reporting requirement as per MIG guidelines; * Render technical support for and evaluate proposed projects in alignment with the Municipal IDP. Represent the sections in meetings and forums; * Facilitate the implementation of service level agreement in the Unit with all relevant stakeholders.

17. **Vacancy**: PMU TECHNICIAN: ELECTRICAL  
**Salary Level**: 05  
**Salary Scale**: R 399 442.56 – R 441 073.44 per annum  
**Requirements**:  

Key Performance Areas: * Supervise all staff in the Electrical. * Facilitate the maintenance of Municipal Electrical Section network; * Evaluate and recommend building services with respect to Electrical Section plan; * Represent the sections in meetings and forums that relate to Electrical Section; * Facilitate the implementation of service level agreement in the Unit with all relevant stakeholders.

18. **Vacancy**: SUPERINTENDENT: WATER AND SANITATION X 2  
**Salary Level**: 06  
**Salary Scale**: R 361 780.32 – 5R 399 442.56
**Requirements**

- N6 in Civil Engineering / Ware Care or Process Controller.
- A minimum of three (3) years relevant experience at supervisory level.
- Knowledge of legislation. Technical background. People planning, Project and Conflict management skills. Customer Care
- *Code 8 driver's license.

**Key Performance Areas**

- Supervise all staff in the water section. Supervise the maintenance of municipal water network. Implement adherence to service level agreements in the section with all relevant stakeholder. Represent the Section in meeting that relate to water.

19. **Vacancy**: ARTISAN: PLUMBER

**Salary level**: 09

**Salary Scale**: R 243 485.80 – R 282 291.36 per annum

**Requirements**: Matric + N4 in Plumbing or Pipe fitter. One (1) year practical experience. Artisan Certificate will be an added advantage.

**Key Performance Areas**: Water and sewer pipe maintenance and construction to ensure optimum operation of the water system within the municipality. Reporting to the supervisor to ensure that all details of site attended to is reflected in the daily report form.

20. **Vacancy**: ARTISAN: MECHANIC

**Salary level**: 09

**Salary Scale**: R 243 485.80 – R 282 291.36 per annum

**Requirements**: Trade Certificate (Motor Mechanic and Code C1 Driver’s License. One (1) year practical experience. Artisan Certificate will be an added advantage.

**Key Performance Areas**: Services and repairs of vehicles, plant (Heavy vehicles) and equipment (Pumps, Motors and Generators. Report writing in order to inform superintendent on the work done.

21. **Vacancy**: ELECTRICIAN x 2

**Salary level**: 09

**Salary Scale**: R 243 485.80 – R 282 291.36 per annum

**Requirements**: N3 in electrical plus completed trade test. Three (3) – Four (4) practical experiences. Artisan certificate will be an added advantage. Code 8 driver's license. Deep electrical system, power generation, blueprints and maintenance and repair knowledge. Experience in renewable energy field. Have good communication skills. Good knowledge of various test equipment’s. Must be able to think independently. Must have Wireman's Certificate for a Single Phase.

**Key Performance Areas**: Public lights maintenance and construction to ensure optimum operation of the electrical installations with the municipality. Follow National Electrical Code state and local building regulations. Reporting to the supervisor to ensure that all details of site attended to is reflected to is reflected in the daily report form.

**D. FINANCE DIRECTORATE**

22. **Vacancy**: HEAD: BUDGET AND REPORTING

**Salary Level**: 02

**Salary Scale**: R564 888.00 per annum

**Requirements**: Matric plus 3 year B Com Degree/National Diploma Management in Accounting/Auditing. 3-5 years experience within the financial environment.

**Key Performance Areas**: Manages and directs staff in the unit to ensure that staff meets set objectives in line with Council’s requirements and resource constraints. Assist with the discussion of
the budget with the Municipal Manager, Directors and budget steering committee. Compile relevant A and 
B schedules for submitting to council for approval of the budget. Submit progress report to the organs of 
state on expenditure incurred of the subsidy received from those departments. Section 71, 72 and 74 
reports. Compile and submission of all reports in terms of MFMA.

23 Vacancy : ACCOUNTANT: EXPENDITURE  
Salary : 06  
Salary Scale : R 399 442.56  
Requirements : Matric plus a recognized Degree in commerce or equivalent. Minimum of four (4) 
years with two (2) years supervisory level. Knowledge of MSCOA.

Key Performance Areas: Ensure all employees data is captured on to payroll system so that is always 
up to date for all Council employees. Ensure that all data captured is correct and in accordance to 
reference documents for correct payments. Supply reports to management on remuneration, benefits and 
deductions paid to all personnel employed by the municipality for ease of budget control. Review all the 
done by Financial Officer (payments) to ensure compliance with policies and procedures.

Check calculating of timesheet of employees. Check calculating of overtime sheets and attendance 
register. Do final adjustments regarding salary deductions. Assisting with salary payments and deductions, 
for example medical aid funds and pension funds. Compile IRP5 certificates from payroll system. 
Reconcile income tax paid with information from South African Revenue Services (SARS) regarding 
payments received by them. Compile payroll budget. Manage statutory payments. Do integration of payroll 
system in financial system.

24 Vacancy : ACCOUNTANT: CREDITORS  
Salary : 06  
Salary Scale : R 399 442.56  
Requirements : Matric plus a recognized Degree in commerce or equivalent. Minimum of four (4) 
years with two (2) years supervisory level. Knowledge of MSCOA.

Key Performance Areas: Responsible for the cashbook and monthly bank reconciliation and control over 
dishonored cheques. Populating information from financial system onto VAT returns and submit via e-
filing to SARS. Reconcile payments received and claims submitted to SARS against relevant ledger. Manage 
and control the creditors system inclusive of payments of all creditors and statutory payments. Perform 
creditors reconciliation. Check payment vouchers for compliance and capture the payment vouchers onto 
the financial system.

25 Vacancy : MUNICIPAL FINANCE MANAGEMENT  
INTERNSHIP PROGRAMME x8  
Duration : Two (02) years contract.  
Package : R90 000.00 – R100 000.00  
Requirements : The candidates must hold a three- year Degree in Accounting or National Diploma 
in Financial accounting. Computer skills Microsoft office, Excel and Municipal Finance Management Act, 
Excellent communication and interpersonal skills. Problem solving and team player. Furthermore, the 
incumbent must be willing to undergo Municipal Finance Management Programme, work under pressure 
and evaluation and quarterly basis. Candidates must be between the ages of 18 and 35 and have not 
previously participated in an internship programme. Sound understanding of computer literacy, e.g Ms 
Word, Excel, Powerpoint, Outlook etc. Strong work ethic and enthusiasm to learn various components of 
financial management.

Internship overview: The MFMIP is a structured professional training and work experience programme 
with the goal of providing high quality training and practical exposure in all aspects of Municipal Budget and 
Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the 
underlying reforms. The intern will sign an internship agreement which is addition to the employment
The effect of the agreement is to ensure commitment to the programme which requires, amongst other, full participation in the educational and workplace assignment and observance of policies and procedures over the full two year period. Candidates will be subjected to a rigorous testing and selection process which may include written testing and selection process which may include written test and must meet the minimum prescribed requirements.

Duties but not limited to:
- Assist in developing financial policies and procedures.
- Compile financial statement and Management Reports.
- * Control and manage Municipal Bank accounts and investments; *
- Analyze reconciliations and finances.
- *Assist in the Medium Term Revenue and Expenditure Framework (MTREF) preparations. Management and administration; and *
- Assist in revenue management and Preparation of Audit File.
- * Assist in development of Risk and Fraud Management policies and strategies.
- * Assist with performance of strategic and operational Risk Assessment.

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
* Pension Scheme.

NB: The two benefits locomotive and cellphone allowances are only applicable to the positions of Heads and Managers.

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

**MAHIKENG LOCAL MUNICIPALITY** is an equal opportunity affirmative action employer and has a firm commitment to the advancement of the previously disadvantaged. Women and the physically challenged are encouraged to apply.

Application 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, 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** and must reach the undersigned not later than 12 November 2019. Further details are obtainable from the Directorate: Corporate Support Services, Personnel Section, during normal office hours at telephone number (018) 389 0237 / 0239 or (018) 389 0111 Ext 2259 / 2199.

**ACTING MUNICIPAL MANAGER, Mahikeng Local Municipality, Private Bag X63, Mmabatho, 2735**

**FAXED OR LATE APPLICATIONS WILL NOT BE ACCEPTED**

NB: Please note that successful candidates will be subjected to a vetting process with the National Department of State Security Agency. No travelling allowances will be paid to any candidate invited for interviews.

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N M MOKGWAMME
ACTING MUNICIPAL MANAGER

NOTICE NO: _______/2019