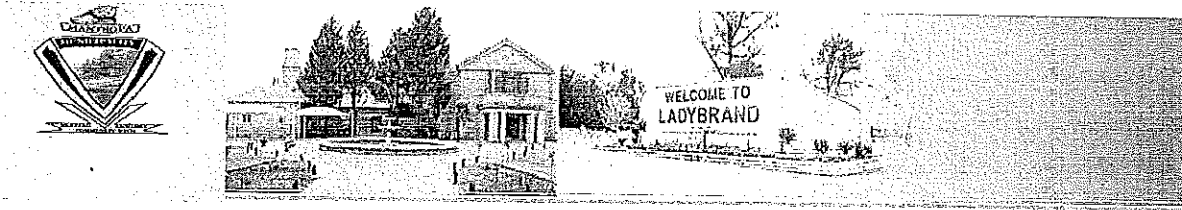


MANTSOPA LOCAL MUNICIPALITY



MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, ENCOURAGE SUITABLY QUALIFIED AND EXPERIENCED INDIVIDUALS IN THE UNDERMENTIONED POSITIONS TO APPLY. AUTOMATICALLY GIVE CONSENT TO THE MUNICIPALITY TO CONDUCT REFERENCE CHECKS AND VERIFICATION OF QUALIFICATIONS. PEOPLE WITH PHYSICAL DISABILITY ARE ENCOURAGED TO APPLY.

ADVERTISEMENT- INTERNAL / EXTERNAL

DEPARTMENT OF TECHNICAL SERVICES

MECHANIC

Salary: R157 328,97 post level 6/4

Benefits of the position:

Pension / Provident fund, Medical Aid, 13th Cheque and leave.

Requirements:

- Diploma Mechanical Engineering or Trade Test – Diesel Mechanic
- Diesel/Petrol mechanic experience of minimum 3 years
- Valid Driver's Licence: Code EC
- Ability to fix Petrol and Diesel vehicles and equipment
- Ability to safely use Oxy-Acetylene equipment
- Supervisory skills
- Knowledge of principles of gasoline engine mechanics and preventative maintenance
- Knowledge of usage of hand, power tools and equipment
- Ability to Weld and use Oxy-acetylene equipment safely

Key Performance Areas:

- Performance of mechanical repairs on municipal fleet and equipment as needed
- Respond to emergency road calls and repair vehicles as necessary
- Perform routine preventative maintenance
- Change oils, lubricate vehicles, check mechanical equipment, batteries, fan belts, air and oil filters, wiper blades, headlights, lamps, tires and tubes, etc.
- Maintain workshop and equipment in an orderly and clean condition
- Assist in procurement of parts and supplies

GENERAL WORKER X10 in various divisions

Salary: R85 657, 19 p.a

Benefits of the post:

Pension / Provident fund, Medical aid, 13th cheque and annual leave

Requirements:

- Grade 10 qualification. Language proficiency in at least two (2) official languages of mantsopa municipality area.
- Acceptable state of health in such a manner that the inherent duties / functions linked to the position can be performed.

Key Performance Areas:

- Appropriate physical labour experience will serve as a recommendation.

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- The successful candidates will mainly be responsible for performing general work and should be prepared to work shifts.

DEPARTMENT OF COMMUNITY SERVICES

FIXED TERM CONTRACT OF 6 MONTHS

ENQUIRIES CLERK: PLANNING DIVISION

Salary: R148 739.20 p.a (all-inclusive remuneration package)

Requirements:

- Grade 12, and National Diploma Office Management and Technology
- Computer skills (MS Office and MS Project)
- 2 years' experience relevant to Land use, building and development control
- Good interpersonal skills e.g verbal and non-verbal communication etc.

Job purpose:

To perform general administration duties relative to building control function, land use and development applications i.e Building plans, rezoning, subdivisions, consent uses, departures and all other applications in terms of the Mantsopa's Land Use Bylaws.

Key performance area:

- Receive all building plans and land use and development applications and ensure their procedural correctness and completeness.
- Ensure publication of notices for public comments and inputs or representations.
- Process and receive comments from internal and external departments.
- Administrate correspondence between the municipality, applicant/s and objector/s.
- Submit complete land use and development applications to land use regulators i.e Municipal Planning Tribunal and Authorised Official for decision.
- Providing applicants or consultants with notice of decisions land use and development applications.
- Conduct in office and electronic consultation with regard to application with applicants or agents of applicants.
- Assist with general Building and Town Planning queries from the public, internal and external departments

DEPARTMENT OF FINANCES

SENIOR EXPENDITURE CLERK

Salary: R177 428,62 p.a

Benefits of the post:

Pension / Provident fund, Medical aid, and annual leave

Requirement:

- Bachelor Degree in Commerce or equivalent qualification in the Accounting field / Local Government Finance.
- At least 3 years' experience in expenditure and payroll
- Meeting the minimum competency levels in terms of Gazette 29967 will be an added advantage.
- Thorough understanding of GRAP standards and legislation applicable to local government
- Valid code 8 drivers' license
- Computer literacy and understanding of Excel Spread sheets.

Key performance areas:

- The incumbent will be heading the expenditure section which deals with expenditure management, creditor payments management and payroll management.
- Responsible for compilation and maintenance of irregular, fruitless and wasteful expenditure.
- Responsible for month / year-end procedures on the financial system with regard to expenditure
- Assist with the compilation of the annual financial statements

OFFICE OF THE MUNICIPAL MANAGER

MANAGER LED

Salary: R340 692,19 p.a;

Benefit of the position

Pension / Provident fund, Medical aid, 13th cheque, annual leave; plus car allowance of 850 km per month.

Requirements of the job:

An appropriate tertiary qualification on NQF level 6 in Development Studies / Economic or equivalent, coupled with relevant management experience in the field of Local Government, Plus extensive knowledge creativity and an ability to work independently are essential.

Key performance:

- Report directly to the Municipal Manager and will co-ordinate LED forum all functions, including relevant administrative and budgeting aspects; Consult with developers and other role players; Economic development in the councils area of jurisdiction; Monitor the implementation of strategic plans; integrate the LED functions with the IDP; Assist in developing and reviewing policies and procedures on LED; Assist in the formulation of co-ordinated policies to address developmental needs of SMMEs; Development of holistic economic research programmes aimed at boosting LED initiatives within the municipality; Take responsibility for the marketing of the municipality.

MANAGER IT

Salary: R340 692,19 p.a

Benefit of the position

Pension / Provident fund, Medical aid, 13th cheque, annual leave, plus car allowance of 850 km per month.

Requirements of the job:

- Communicating with the immediate superior on aspects pertaining to end user computer and or equipment / application requirements. Maintaining data dictionaries / directories and controlling the distribution and retention of data and various storage devices.
- Performing upgrade and repairs to components devices.
- Setting up, installing and testing new units prior to handover and monitoring functionality in the live environment.

INTERNAL AUDITOR

Salary: R213 075,73 p.a

Benefits of the position:

Pension / Provident fund, Medical aid, 13th cheque, and annual leave.

Requirements of the job:

- Bachelor Degree in Auditing or equivalent qualification plus 3 years relevant experience.
- CISA is essential. Completion of GIA is an added advantage. A valid driver's license.

Key performance Areas:

- Performing professional internal auditing work, including conducting performance, financial and compliance audit projects.
- Providing consultative services to the Municipal Management and departments on internal audit activities. Ensuring the maintenance of all organisational and professional ethical standards.
- Researching on key compliance aspects related to controls, risk, accounting procedures and practices, performance management and loss control for inclusion into the audit plan and program.
- Monitoring of specific statutory financial responsibilities and functions of the municipality. Managing the implementation of audit investigative processes.
- Participating in various meetings, including Audit Committee, Internal and External Forums. Ensuring the implementation of the resolutions of the audit committee.

Individuals who applied for the position when it was first advertised are advised not to reapply as their applications will still be considered. Please forward your CV and covering letter (including three contactable references) and certified copies of qualifications. To the following address:

Human Resources Management

Mantsopa Local Municipality

P O Box 64,

Ladybrand

9745

Or

Hand delivery: 38 Joubert Street, Ladybrand, 9745

Fax and / or E-mail applications will not be considered.

Enquiries can be directed to the HR Manager on telephone: **051 924 0654 / 5**

Fraudulent qualifications, documentation or driver's license from applications will immediately be disqualified. A candidate / applicant who canvasses any Councillor for preferences will also be disqualified from the selection process or from appointment. Short listed candidate shall be required to sign the consent form to allow the municipality to conduct reference checks and qualification verification. The Municipality reserves the right to appoint or not to appoint.

CLOSING DATE: 18 May 2018



**TP MASEJANE
MUNICIPAL MANAGER**