

## MORETELE LOCAL MUNICIPALITY

Moretele Local Municipality is an equal opportunity affirmative action employer and hereby invites suitably qualified and experienced persons for appointment for the under mentioned positions:

### OFFICE OF THE MUNICIPAL MANAGER

#### Assistant Internal Auditor

Reference Number: 4/1/2/1/3 | Salary PL03: R422 950.14 – R449 402.94 p.a.  
(Excluding Benefits) | Conditions of Employment: Permanent

**Requirements:** •Matric •A recognized three-year tertiary qualification in Internal Auditing or equivalent •Computer literacy •Valid driver's licence •A minimum of three years experience in Internal Auditing or equivalent •Sound knowledge of the Global Internal Audit Standards (GIAS), Municipal Finance Management Act (MFMA), Treasury Regulations, Municipal Systems Act (MSA) and related legislation.

**Key Performance Areas:** •Maintain all organizational and professional ethical standards •Assist in identifying and evaluating the organization's risk areas and provide input to the development of the annual audit plan •Perform audit procedures, including identifying and defining issues, developing criteria and document client processes and procedures •Conduct interviews, review documents, develop and administer surveys as well as assist in composing summary memos and prepare working papers •Identify, develop and document audit issues and recommendations concerning areas being reviewed •Communicate the results of audit and consulting projects •Perform related work as assigned by the internal auditor manager

#### MPAC Researcher

Reference Number: 4/1/2/1/3 | Salary PL04: R397 595.04 – R424 047.84 p.a.  
(Excluding Benefits) | Conditions of Employment: Permanent

**Requirements:** •Bachelor's degree or LLB •Qualification in MFMP will be an added advantage •Practical research experience through research projects •Two (2) to three (3) years practical experience in research related matters •Having worked within the oversight bodies/units within government departments, including local government •Knowledge of local government legislation and the constitution of the Republic •Experience in data analysis •Understanding of the Local Government Oversight Responsibilities.

**Key Performance Areas:** •Management and coordination of information from different departments •Discovering of new knowledge through investigations, analysis and interpretation of data •Collecting and analysing data and interpretation of findings •Disseminating knowledge through publications and presentations •Collect, organise, analyse and interpret data and opinions/findings from sources of information •Ability to proofread information and report writing •Communicate professionally •Ethical conduct and responsive to code of conduct •Build value adding relationships with various stakeholders •Work with committees to undertake investigation, reviews and compile oversight reports to enhance good governance, interrogate reports (A+G, Audit committee, annual reports and financial statements-AFS) and interview stakeholders to gather information (e.g. Community members, municipal officials, Councillors, etc.) •Source Municipal Council documents and reports that are needed for MPAC in order to perform its duties •Ensure that MPAC reports are tabled in Council and track implementation of MPAC resolution by council •Conduct research on all delegated functions and report to MPAC.

### PUBLIC SAFETY AND TRANSPORT MANAGEMENT

#### Registering Authority Supervisor

Reference Number: 4/1/2/1/7 | Salary PL04: R397 595.04 – R424 047.84 p.a.  
(Excluding Benefits) | Conditions of Employment: Permanent

**Requirements:** •Matric/Grade 12 or equivalent •Computer literacy •Two (2) to Five (5) years relevant experience in NaTIS Motor Vehicle Administration environment •Valid driver's licence •Two (2) to Three (3) years experience in a Traffic Management Unit or Registering Authority.

**Key Performance Areas:** •Render supervision of services within the registering authority •Administer the registration and licensing of motor vehicles •Manage the collection of revenue for registration and licensing of motor vehicles •Perform daily and monthly reconciliation of NaTIS revenue collection •Administer the collection and allocation of face value documents •Ensure compliance to the National Road Traffic Act •Compile Sensitive Transaction requests in accordance with the NaTIS Help desk requirements •Ensure that all NaTIS equipment and materials are available at all times •Supervise the performance and development of staff at the registering authority •Compile monthly financial and non-financial reports.

#### Public Safety and Transport Facilitator

Reference Number: 4/1/2/1/7 | Salary PL01: R502 467.35 – R528 920.43 p.a.  
(Excluding Benefits) | Conditions of Employment: Permanent

**Requirements:** •Grade 12 •Relevant Traffic Law Diploma •Grade A •Driving Licence Code A & EB •Registered as road traffic law enforcement officer •Management Representative experience will be advantageous •Five (5) years traffic officer practical experience and 3 years in a supervisory position •Must have sound knowledge of the National Road Traffic Act •Must be trained and fully conversant with the procedures as contained in the latest procedure manual for NaTIS operators •Two (2) to Three (3) years experience in a Traffic Management Unit or Registering Authority.

**Key Performance Areas:** •Management and supervision of staff in public safety and law enforcement component •Oversee the usage of equipment and vehicles and technical advice on the usage thereof •Authorise limited expenditure and supply inputs on budget levels •Adhere to specified standards, policies and SOP to prevent and reduce wastage on resources and escalate associated risk •Perform administrative tasks in provision of administrative support in respect of all law enforcement functions •Manage the Unit through the development and implementation of operational plan within own area of operation •Build value adding relationships with various stakeholders.

Application Forms clearly indicating the position that you are applying for, accompanied by a comprehensive CV, copies of qualifications and ID must be hand delivered to: **Municipal Offices, 4065B, Mathibestad** or sent by post to: **The Human Resource Directorate, Private Bag X367, MAKAPANSTAD, 0404.** All Enquiries related to these positions should be directed to the Human Resources Manager at (012) 716 1319/1313. Contact person: Mr. Jerry Mabasa.

Only Shortlisted candidates will be required to submit certified copies. Fax and e-mailed applications will not be considered. If you do not hear any response from the Municipality within 30 days from the date of closing, please consider your application as unsuccessful. Communication will be limited to shortlisted candidates only.

**Closing date & Time: 30 June 2025 at 16H00**

S Ngwenya  
Municipal Manager