




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

ADVERTISEMENT OFFICE OF THE WHIP OF THE COUNCIL

Post : Driver to the Whip of the Council
Reference number : 4/1/2/1/2
Salary : R 527 451.84 – R 659 080.54: Total Cost to company
Conditions of Employment : Contract

This is a fixed term contract of employment which is attached/linked to the term of office of the current Whip of the Council

Minimum Requirements: -

- A minimum of Grade 12 Certificate.
- A minimum of at least 5 years driving experience.
- Maintain a high level of confidentiality on Chief Whip issues such as travelling and routes to be undertaken etc.

Key Performance Areas: -

- Ensure the safe travelling of the Chief Whip to and from scheduled public events and functions.
- Ensuring that personal Chief Whip safety requirements are complied with prior to departure.
- Conducting and recording inspection details of Chief Whip vehicle's roadworthiness.
- Inform the Fleet Manager on any maintenance required on the Chief Whip vehicle.
- Continuously communicate with the Municipal Security Manager in respect of the Chief Whip traveling schedule.
- Collect, distribute and control movement of documents.

Post : Manager: Office of Whip of the Council
Reference number : 4/1/2/1/2
Salary : R 697 704.93 – R 771 591.36: Total Cost to Company
Conditions of Employment : Contract

This is a fixed term contract of employment which is attached/linked to the term of office of the current Chief Whip

Minimum Requirements: -

- A minimum of Grade 12 Certificate plus Post Matric qualification in Public/ Local government Administration/Management or Political Science or Equivalent/.
- A valid driving License.
- 10 Years Experience in Local Government
- Computer Literacy and Presentation Packages
- Maintain a high level of confidentiality on Chief Whip issues such as travelling and routes to be undertaken etc.
- Proof of Knowledge of Local Political Landscape and Working knowledge of South African Local Government Association

Key Performance Areas: -

- Prepare, manage and control the annual budget for the Office of the Whip.
- Provide Support and advice to the Whip on administrative matters.
- Draw up a strategic plan for the Office of the Whip.
- Lead and manage staff in the Office of the Whip.
- Co-ordinate meetings relating to the Office of the Whip.
- Oversee the management of all equipment and capital resources within the Office of the Whip.

**ADVERTISEMENT
OFFICE OF THE MUNICIPAL MANAGER**

Post	: MPAC Researcher
Reference number	: 4/1/2/1/3
Post Level	: 04
Salary	: R 374851.05 - R 399790.63 exclusive of all benefits
Conditions of Employment	: Permanent

Minimum Requirements: -

- A minimum of bachelor's degree in public/local government administration/management or political science or Equivalent/.
- Knowledge in the field of research/investigation
- Advanced Computer Literacy
- A minimum of at least 3 years in the field of local government.

Key Performance Areas: -

- Obtain and gather documents from the subject.
- Perform varied forms of analysis and statistical data.
- Prepare databases and manage the dates.
- Use technology such as computers to perform varied forms of analysis and statistical data.
- Provide research coordination to the organization by collecting and assessing the qualitative data and preparing reports based on it.
- Prepare analytical reports mentoring the key observations from the data.
- Conduct interviews to gather information.
- Maintain a record of all the essential data.

Post	: Manager PMS
Reference number	: 4/1/2/1/9
Post Level	: 00
Salary	: R 474838.8 – R 534912.00 exclusive of all benefits
Conditions of Employment	: Permanent

Minimum Requirements: -

- A bachelor's degree in public/local government administration/management or political science or Equivalent/.
- Knowledge in the field of Performance Development Management Systems
- Advanced Computer Literacy
- Proven ability to adhere to strict deadlines.
- A minimum of at least 5 years in the field of local government.

Key Performance Areas: -

- Obtain and gather documents from the subject.
- Perform varied forms of analysis and statistical data.
- Prepare databases and manage the dates.
- Use technology such as computers to perform varied forms of analysis and statistical data.
- Provide research coordination to the organization by collecting and assessing the qualitative data and preparing reports based on it.
- Prepare analytical reports mentoring the key observations from the data.
- Conduct interviews to gather information.
- Maintain a record of all the essential data.

Post : Internal Audit Assistant
Reference number : 4/1/2/1/3
Post Level : 03
Salary : R 398755.65 – R 423695.23 exclusive of all benefits
Conditions of Employment : Permanent

Minimum Requirements:

- Matric / Grade 12
- A recognized three-year tertiary qualification in Internal Auditing or equivalent.
- A minimum of three years' experience in Internal Auditing,
- Sound knowledge of International Standards for the Professional Practice of Internal Auditing (ISPPIA), Municipal Finance Management Act (MFMA), Treasury Regulations, Municipal Systems Act (MSA) and related legislation.
- Computer literacy
- Valid driver's license.

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, assists 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.
- Performs related work as assigned by the internal auditor manager

**ADVERTISEMENT
BUDGET AND TREASURY OFFICE**

Post : SCM Practitioner Compliance
Reference number : 4/1/2/1/4
Post Level : 02
Salary : R 398755.65 – R 423695.23 exclusive of all benefits exclusive of all benefits
Conditions of Employment : Permanent

Minimum Requirements: -

- A Degree in Supply Chain Management/Procurement/Logistics/ Commerce/ Financial Management/Business Management or equivalent.
- Experience in supply chain management/procurement.
- A minimum of 3 years' experience.
- Knowledge of the Local Government SCM legislative framework.
- Knowledge of the Public Service Regulatory framework.

Key Performance Areas: -

- Manage the monitoring and evaluation of compliance with the SCM.
- Manage the development and maintenance of a national strategy and implementation plan of the SCM compliance and monitoring framework.
- Manage the research, design, development and maintenance of policies and dissemination plans for the SCM monitoring and framework including the collection and management of SCM data; analysis and evaluation of SCM plans and reports; resolution of non-compliance.
- Provide input into the development of SCM-related government policy, norms, standards, frameworks and guidelines.
- Manage government stakeholder relations to facilitate the establishment of required organisational and governance structures and strategic networks for improved SCM collaboration, accountability and transparency.
- Promote the relevance of compliance to SCM policies and procedures and the adherence to regulations.
- Manage the improvement of SCM compliance through awareness sessions and roadshows.
- Frameworks Management: Collaborate on and contribute to the development of a SCM governance framework: SCM data collection and management system, SCM reporting and reviewing framework, SCM capability maturity assessment model – specifically compliance, SCM-related grievance and dispute resolution mechanism & SCM non-compliance reviews and remedies framework.
- Compliance Monitoring and Analysis: Manage and report on the analysis of compliance with established SCM measures and prescribed: parameters for procurement plans (quarterly and annually) bid processes specifications and tender procedures, contract terms, pricing indices

(monetary values; per commodity sector; quarterly and annually), supplier / service provider delivery standards, deviations and changes to procurement standards.

- Manage reviews and report on preferential procurement policy compliance and impact including individual preferential procurement commodity markets for equity achievements.
- Manage and report on the analysis and identification of buying trends in government (quarterly and annually).
- Manage and report on the assessment and evaluation of SCM capability maturity – specifically compliance.
- Manage reviews, and report on SCM policy objectives and impact on state expenditure and government transformational imperatives.
- Manage the development and implementation of a system for the monitoring and evaluation of the performance of the SCM monitoring framework.
- Manage the monitoring of, and reporting on, the implementation and progress of the SCM monitoring framework.
- Manage the evaluation of and reporting on the impact of the SCM monitoring framework.
- Manage SCM Monitoring-related knowledge and information.
- Assist in development and maintenance of good internal control environment for all procurement processes.
- To coordinate the development of SCM policy, delegations, standards operating procedures/procedure, manual templates, checklist, and audit procedure
- To ensure compliance to principle of SCM.
- To ensure an effective and efficient procurement of goods and services for the Municipality.
- Coordinate and conduct compliance reviews on all RFQ's and RFPs received by the Municipality by applying principles embedded in the SCM framework and legislation.
- To ensure that all goods procurement meet the requirements of SCM and that supplier 's performance is evaluated against predetermined by the end users.
- Prepare monthly compliance report to National Treasury and other stakeholders.
- Assist the SCM unit in managing risk and with SCM officials.
- Ensure that internal control as sound and that risk mitigated and reduced to an acceptable level.

Post	: Sub-Accountant
Reference number	: 4/1/2/1/4
Post Level	: 04
Salary	: R 374851.05 - R 399790.63 exclusive of all benefits
Conditions of Employment	: Permanent

Minimum Requirements:

- A recognized tertiary qualification in Financial Accounting/Cost Management Accounting or equivalent.
- A minimum of 2 years' experience in Creditors and Payment, sound knowledge of the Municipal Finance Management Act, Treasury Regulations.
- Computer literacy.

Key Performance Areas:

- Ensure expenditure document complies with supply chain checklist prior processing.
- Capture vouchers for payment on the financial system
- Assign payment reference numbers to transactions for further processing.
- Recording data and capturing on the system eg payments data, journals, or retentions etc.
- Providing information on electronic fund transfer
- Reconciliation of bank statement with cash book.
- Ensure safety keeping of documentation.
- Perform any ad hock function in relation to the department or the function which will be seen as a career development.

**ADVERTISEMENT
INFRASTRUCTURE DEVELOPMENT SERVICES**

Post	: Water and Sanitation Technician
Reference number	: 4/1/2/1/8
Post Level	: 02
Salary	: R 413745.42 – R 438685.26 exclusive of all benefits
Conditions of Employment	: Permanent

Minimum Requirements: -

- National Diploma in Civil Engineering or equivalent qualification.
- A minimum of at least 2-3 years relevant work experience.
- Code B driver's licence.
- Computer Literacy.

Key Performance Areas: -

- Collect and convey waterborne sewerage.
- Plan and practice future provision of new conveyance.
- Treat sewerage

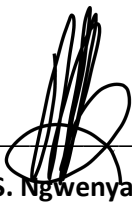
- Plan and priorities future provision of basic sanitation or augmentation of existing services.
- Plan the maintenance, replacement, improvement and upgrading of existing extensive plant and equipment.
- Control engineering contracts for the construction of new infrastructure, maintenance and upgrading existing infrastructure.
- Assess and implement new systems and techniques for sewerage and sanitation delivery and treatment or package sewage treatment plants.
- Ensure that all treatment works are correctly operated.

Applications Forms clearly indicating the position that you are applying for, accompanied by a comprehensive CV, copies of qualifications, ID and 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 this position should be directed to the Human Resources Manager at (012) 716 1319/ 1317/1313. Contact person: Mr. Jerry Mabasa, Ms. C Maluleka & Ms. T. Maditse

Only Shortlisted candidates will be required to submit certified copies. Faxed 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: 09 May 2024



Mr. S. Ngwenya

Municipal Manager