




Moretele Local Municipality is an equal opportunity affirmative action employer, and hereby invites Suitably qualified and experienced persons for appointment in the under mentioned post. No applications will be accepted without certified copies of qualifications as set out below. 

ADVERTISEMENT LOCAL ECONOMIC DEVELOPMENT AND PLANNING DIRECTORATE

Post: Assistant Town Planner X 1

Salary: R392547.84- R416209.92 Excluding benefits

Post Level: 2

Condition of Employment: Permanent

Minimum Requirements: -

Grade 12, Degree or National Diploma in Town/Urban & Regional Planning, Valid Driver's License, Minimum of 3 years relevant experience in Town Planning field, Computer Literacy, and registration with SACPLAN. Experience in Local Government will be an added advantage.

Key Performance Areas: -

- Evaluating and/or Assessing Land Use and/or land development applications in terms of Town Planning regulations/legislations/policies/by-laws.
- Conducting site inspections, compiling reports with recommendations to the Municipal Planning Tribunal/Authorized official/ Council for decision making.
- Assess and Analyze building plans in accordance with the applicable legislation and provide support in validating that building plans comply with Town Planning regulations and building regulations and standards.
- Provide awareness to the Councilors, traditional leaders and/or the public in relation to Town Planning dynamics as and when required.
- Prepare terms of reference for and manage any Town Planning related projects.
- Control and manage outdoor advertising in the Municipality
- Interpret and explain planning requirements and policies to applicants and developers.
- Preparing and issuing zoning certificates.
- Update land use register to ensure current zoning.
- Evaluating Site Development Plans.
- Implement the provisions of the Town Planning tools.
- Policy Formulation.
- Assist with any administrative work.

Post: Geographic Information System (GIS) Technician X 1

Salary: R302547.84- R416209.92 Excluding benefits

Post Level: 2

Condition of Employment: Permanent

Minimum Requirements: -

Grade 12; National Diploma or Degree/ BTech in Cartography/Geo-Informatics/Geomatics or equivalent. 3 years relevant experience in Geographic Information System field. Valid driver's license. Must have computer literacy skills, GIS software knowledge (open source and licensed), good communication, planning, organizing and prioritizing skills. GIS certificates and experience in Local Government will be an added advantage.

Key Performance Areas: -

- Development of an operational plan for the GIS by referring to the Integrated Development Plan and identifying operational objectives.
- Capturing and updating technical documentation and applying specific procedures and system tools from various applications and programmes;
- Undertaking spatial analysis using a wide variety of datasets.
- Collecting and presenting spatial data when required.
- Update zoning maps and plans to ensure current zoning.
- Assisting the immediate supervisor with the compilation and establishment of procedures and project plans.
- Providing GIS technical support to the Municipality and securing data safety by making daily backups of the GIS database.
- Drafting required manual and electronic reports to the immediate supervisor for consideration.
- Monitoring progress of projects through conducting site inspections.
- Ordering up-to-date datasets from the Directorates to continuously update the GIS database.
- Coordinating integration of projects with information supplied by other Departments.
- Identifying and fixing inconsistencies, referring to specific sources of information and/or specifications and test the accuracy of the database/system.
- Evaluating and assessing GIS data acquired from service providers during various municipal projects
- Assist with Town Planning work

Post: Building Inspector X:1

Salary: R392547.84- R416209.92 Excluding benefits

Post Level: 2

Condition of Employment: Permanent

Minimum Requirements: -

Grade 12 and National Diploma or Degree/ BTech in building discipline i.e. Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Quantity Surveying; 3 years' relevant work experience; Knowledge and understanding of the National Building Regulations and Building Standards Act, No 1977, other applicable legislation and Council By-Laws; Computer literacy (functional knowledge of MS Office packages and operating systems); and must have a valid driver's license.

Key Performance Areas: -

- Inspect building operations in order to control the quality and safety of structures and ensures compliance to the National Building Regulations and Building Standards Act, No 103 of 1977 and other relevant regulations and By-Laws
- Carry out mandatory inspections, i.e., foundation, drainage, roof, interim and final inspection required in terms of the National Building Regulations.
- Perform specific administrative tasks/ activities associated with the updating and maintaining records/ information of work in progress and completed works
- Carry out various inspections and spot checks in response to requests, queries and complaints from councilor, management, other departments, and members of the public.
- Facilitate the enforcement of contraventions of the National Building Regulations and illegal building activities.
- Liaise with internal and external stakeholders including the General Public, Professionals (e.g., Engineers, Architects and Developers), Council Department, and Provincial and Local Government.
- Assessment of building plans and forwarding to relevant departments for further comments and processing
- Check and verify design details and construction specifications detailed in building plans.
- Perform various duties delegated by the manager planning from time to time. Compile and submit building statistics as and when required.
- Issue compliance notices to facilitate the demolition of illegal construction and/ or corrective measures necessary to address encroachments and aesthetics of building.
- Ensure agreed standards, measures, and specifications applicable to building construction works are complied with.
- Assist with Town Planning related matters

ADVERTISEMENT OFFICE OF THE SPEAKER

Post: MPAC Practitioner X 1

Salary: R392547.84- R416209.92 Excluding benefits

Post Level: 2

Condition of Employment: Permanent

Requirements

- BA degree in public governance
- A minimum of 4-5 years' experience in Local Government, preferably working in the MPAC committee
- Facilitation, communication, analytical and report writing skills
- Profound knowledge of legislation governing Local government
- High degree of confidentiality
- Valid driver's license

Key performance areas

- Develop processes and procedures for the committee's operations
- Advise the committee on accountability and oversight matters
- Build and maintain relationships with internal and external stakeholders
- Create reports appropriate for escalation to higher levels
- Benchmark the committees' activities as well as functionality with other municipalities
- Adequacy, reliability and accuracy of financial reporting and information
- Coordinate analyzing of financial and Performance reports, Performance evaluation, Annual Review of the IDP, SDBIP and Annual Report and provide the committee with reports on possible risks and irregularities
- Compliance with the Municipal Finance Management Act No 56 of 2003 and other applicable legislation
- Population of the Oversight Report
- Investigation of Unauthorized, Irregular, Fruitless and Wasteful Expenditure
- Review and investigate all matters referred to the committee by council
- Assist the committee with response to Council on any issues raised by the Auditor-General
- Provide advice to MPAC on possible corrective measures, identifying unintended consequences and provide possible recommendations
- Source Municipal council documents and reports that are needed for the committee to perform its duties
- Carry out any investigation into the affairs of the municipality as requested by the committee
- Analyze all amendments to the relevant laws and advise the committee on the affected parts or changes required by law

ADVERTISEMENT BUDGET AND TREASURY

Post: Annual Financial Statement Officer

Salary: R378326.04-R401987.88 Excluding benefits

Post Level: 3

Condition of Employment: Permanent

Minimum Requirements: -

- NQF 6 in Accounting or Local Government Finance
- Minimum of 3 – 4 years relevant experience in Local Government
- Knowledge and understanding of Local Government Policies and Legislations
- Required minimum competency level unit standard as per GNR493 in GGZ9967(2007)

Key performance Areas: -

- Assist in developing and implementing financial policies to ensure control environment is maintained.
- Compile and maintain records to support quarterly report.
- Assist in preparing bank reconciliations
- Assist in preparing payroll reconciliations
- Assist in preparing other income reconciliations
- Prepare and post all accounting entries on system
- Assist in the preparation of the monthly records
- Prepare payments list and ensure all supporting documents are scanned on server
- Assist in the preparation of the reporting package
- Improve systems and procedures based on experience
- Assist in submission of required information for audits.
- Assist in the implementation of action plans in relation with audits

Post: Payments Officer

Salary: R378326.04-R401987.88 Excluding benefits

Post Level: 3

Condition of Employment: Permanent

Minimum Requirements: -

- NQF 6 in Accounting or Local Government Finance
- Minimum of 3 – 4 years relevant experience in Local Government
- Knowledge and understanding of Local Government Policies and Legislations
- Required minimum competency level unit standard as per GNR493 in GGZ9967(2007)

Key performance Areas: -

- To ensure that payments are made on time.
- To be responsible in handling the daily banking credit and debit transactions.
- Update banking details of suppliers on the banking system.
- Perform daily updates of the cashbook on the Phoenix financial management system.
- Prepare monthly bank reconciliation of the bank and cashbook.
- Process payments that are within the scope of the municipality.
- Performs other duties and responsibilities that maybe assigned from time to time.
- Perform monthly reconciliation on the municipal investment accounts

Post: SCM Officer

Salary: R378326.04-R401987.88 Excluding benefits

Post Level: 3

Condition of Employment: Permanent

Minimum Requirements: -

- National Diploma in Accounting or Qualification in Local Government Finance,
- Minimum of 2 — 3 Years relevant experience in local government Knowledge and understanding of Local Government Policies and Legislations.
- Required minimum competency level unit standard as per GNR493 in GGZ9967(2007)

Key Performance Areas:

- Perform full Secretarial services to the three SCM Bid Committee (Specification/Evaluation/Adjudication Committees)
- Perform compliance to the various acts relating to Supply Chain Management in the administration of Guidelines on Municipal Performance Management.
- Knowledge Municipal by-laws regarding area development and planning
- Knowledge of relevant legislative requirements
- Projects management and contracts administration,
- Technical and non —technical roads infrastructure management.

ADVERTISEMENT OFFICE OF THE MUNICIPAL MANAGER

Post: Risk Officer

Salary: R378326.04-R401987.88 Excluding benefits

Post Level: 3

Condition of Employment: Permanent

REQUIREMENTS

- Grade 12
- B Com / National Diploma in Accounting / Risk Management / Auditing
- Knowledge of Local Government and IRMSA membership.

- Studying towards Certified Risk Management Practitioner will be an added advantage.
- Computer Literacy.
- Communication Skills, Writing Skills, and Problem-Solving Skills.
- 3 years practical experience in Risk Management.
- Valid driver's license.

KEY PERFORMANCE AREAS

- Assist with facilitation of risk management workshop, risk identification and assessment.
- Provide secretarial services to the Risk Management Committee.
- Assist with ongoing monitoring of implementation of risk mitigating strategies.
- Facilitate quarterly risk reporting by departments.
- Assist with the evaluation of departmental performance on risk management.
- Assist with risk management workshops and training.
- Ensure an effective Risk Management Administration Support.

Application letter, Detailed Curriculum Vitae and Certified copies of Qualifications should be forwarded to the Human Resource Directorate, Private Bag X367 MAKAPANSTAD 0404. All Enquiries related to these posts should be directed to the Human Resource Manager at (012) 716 1319/1313.

E-mailed applications will not be considered. If you do not hear any response from us within 30 days, please consider your application as unsuccessful. Communication will be limited to shortlisted candidates only.

CLOSING DATE: 29th August 2022



Mr. S. Ngwenya
Municipal Manager