



MUSINA LOCAL MUNICIPALITY (EXTERNAL)

The Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislation as Historically Disadvantaged South Africans as well as people with disabilities are encouraged

| Position | Remunerations and Benefits | Minimum Requirement | Skills and Competencies | Key Performance |
|--|---|--|---|--|
| Council | | | | |
| Personal Assistant to the Mayor Contract position: Equal to the term of office of the Political Office Bearer | Post Level: 04 Contract Appointment R 456 428.05 – 529 703.38 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid, b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund, c) Any Statutory employer contributions | (a) National Diploma in Public / Business Administration Management, Secretariat, Local Government or relevant equivalent qualification. (b) A Valid Code B driver's license. (c) Clear criminal record (d) Minimum of 2 years of relevant experience | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and leadership skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. | Coordinate activities of the office and its unit. Provide administrative support to the office of the Mayor. Responsible for logistical arrangements for meetings, travels, and events. Liaise with internal and external stakeholders. Responsible for office cash management and reconciliations. Maintain office records. Monitor office budget and other resources. Diary management. Coordinate departmental meetings. Advise the municipal manager on office operations. Handle and direct inquiries. Execution of specific instructions and application laid down operational procedures. |
| Secretary to the Mayor Contract position: Equal to the term of office of the Political Office Bearer | Post Level: 08 Contract appointment: Salary: R 310 993.39-R350 331.75 per annum Applicable Benefits: a)Municipal contributions to SALGBC recognized/ approved medical aid. b)Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c)Any Statutory employer contributions. | (a) Grade 12 / N3 (b) National Certificate or relevant equivalent (c) Clear criminal record (d) Relevant work experience | <ul style="list-style-type: none"> • Communication and report writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. | Coordinate activities of the office and its units. Provide administrative support to the office and associated structures. Handle inbound and outbound calls. Coordinate logistics and maintain appropriate levels of consumables/stock for the office. Recording, handling, and referral of inquiries. Perform reception duties/functions. Perform diary management functions. Execution of specific instructions and application laid down operational procedures. Perform secretarial support services including typing, recording, meeting arrangements, office consumables, etc. Handle bookings. Consolidate reports. |
| Driver to the Mayor Contract position: Equal to the term of office of the Political Office Bearer | Post Level: 08 Contract appointment: Salary: R 310 993.39-R350 331.75 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions. | (a) Grade 10 (b) Valid Code B Driving Licence (c) Clear criminal record (d) Minimum of 1 year of Relevant Experience | <ul style="list-style-type: none"> • Communication Skills • Interpersonal skills. • Ability to work extended hours. | Responsible for the upkeep of the official vehicles. Responsible for transportation of the Mayor, authorized persons, and goods. Execute safe driving techniques and the protection of the Mayor. Plan travel routes. Adhere to traffic rules and regulations. Responsible for ensuring that the vehicle is at all times driven with the utmost care. Conduct road-worthy inspection of vehicles before use. Identify and report vehicle defects. Report vehicle service requirements. Ensure that the official vehicle is regularly cleaned. Maintain vehicle logbook and submit inspection. Responsible for reporting any accidents, damages, or losses to the supervisor immediately. |
| Secretary to the Speaker Contract position: Equal to the term of office of the Political Office Bearer | Post Level: 08 Contract appointment: Salary: R 310 993.39-R350 331.75 per annum Applicable Benefits: | a) Grade 12 / N3 b) National Certificate or relevant equivalent c) Clear criminal record d) Relevant work experience | <ul style="list-style-type: none"> • Communication and report writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Interpersonal skills. | Coordinate activities of the office and its units. Provide administrative support to the office and associated structures. Handle inbound and outbound calls. Coordinate logistics and maintain appropriate levels of consumables/stock for the office. Recording, handling, and referral of inquiries. Perform reception duties/functions. Perform diary management functions. |



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| | a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions. | | <ul style="list-style-type: none"> Excellent organizational and administrative skills. Ability to work under pressure. | Execution of specific instructions and application laid down operational procedures. Perform secretarial support services including typing, recording, meeting arrangements, office consumables, etc. Handle bookings. Consolidate reports. |
| Driver to the Speaker Contract position: Equal to the term of office of the Political Office Bearer | Post Level: 08 Contract appointment: Salary: R 310 993.39-R350 331.75 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions. | a) Grade 10 b) Valid Code B Driving Licence c) Clear criminal record d) Minimum of 1 year of Relevant Experience | <ul style="list-style-type: none"> Communication Skills Interpersonal skills. Ability to work extended hours. | Responsible for the upkeep of the official vehicles. Responsible for transportation of the Speaker, authorized persons, and goods. Execute safe driving techniques and the protection of the Speaker. Plan travel routes. Adhere to traffic rules and regulations. Responsible for ensuring that the vehicle is at all times driven with the utmost care. Conduct road-worthy inspection of vehicles before use. Identify and report vehicle defects. Report vehicle service requirements. Ensure that the official vehicle is regularly cleaned. Maintain vehicle logbook and submit inspection. Responsible for reporting any accidents, damages, or losses to the supervisor immediately. |
| Secretary to the Chief Whip Contract position: Equal to the term of office of the Political Office Bearer | Post Level 08 Contract appointment: Salary: R 310 993.39-R350 331.75 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions. | a) Grade 12 / N3 b) National Certificate or relevant equivalent c) Clear criminal record d) Relevant work experience | <ul style="list-style-type: none"> Excellent Communication and report-writing Skills Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs Interpersonal skills. Excellent organizational and administrative skills. Ability to work under pressure. | Coordinate activities of the office and its units. Provide administrative support to the office and associated structures. Handle inbound and outbound calls. Coordinate logistics and maintain appropriate levels of consumables/stock for the office. Recording, handling, and referral of inquiries. Perform reception duties/functions. Perform diary management functions. Execution of specific instructions and application laid down operational procedures. Perform secretarial support services including typing, recording, meeting arrangements, office consumables, etc. Handle bookings. Consolidate reports. |
| Municipal Manager | | | | |
| PA to the Municipal Manager | Post Level: 04 Basic Salary: R 456 428.05 – 529 703.38 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) National Diploma / Degree in Public / Business Administration/management, or relevant equivalent qualification b) Clear criminal record c) Minimum of 4 years of relevant experience d) Valid Code B Driver's License | <ul style="list-style-type: none"> Excellent Communication and report-writing Skills Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs Problem-solving and interpersonal skills. Excellent organizational and administrative skills. Ability to work under pressure. Understanding of the local government environment. Strong client service and team focus | Coordinate activities of the office of the Municipal Manager and its unit. Provide administrative support to the office of the Municipal Manager. Responsible for logistical arrangements for meetings, travels, and events. Liaise with internal and external stakeholders. Responsible for office cash management and reconciliations. Maintain office records. Monitor office budget and other resources. Diary management. Coordinate departmental meetings. Advise the municipal manager on office operations. Handle and direct inquiries. Execution of specific instructions and application laid down operational procedures. |



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| Senior Internal Auditor | Post Level: 04 Basic Salary: R 456 428.05 – 529 703.38 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) National Diploma / Degree in Internal Audit / Accounting or relevant equivalent, or equivalent qualification b) Registration with relevant Professional Body c) Clear criminal record d) Minimum of 4 years relevant experience of which 3 should be at the supervisory level e) Valid Code B Driver's License | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. Strong client service and team focus | Coordinate and control processes and procedures associated with the formulation of a risk-based municipal audit plan Prepare clear and concise draft reports per the approved audit methodology. Prepares notification letters engagements/ aligned to the scope of audit objectives. Prepare a draft audit report with a reflection of management comments and auditors' responses. |
| Internal Auditor | Post Level: 05 Salary: R 429 097.30 – R 455 428.23 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid, b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund, c) Any Statutory employer contributions | a) National Diploma / Degree in Internal Audit / Accounting or relevant equivalent. b) Registration with the relevant professional body. c) Registration with relevant Professional Body d) Clear criminal record e) A Valid Code B driver's license. f) Minimum of 3 years of relevant experience | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. | Coordinate and control processes and procedures associated with the formulation of a risk-based municipal audit plan. Contribute to the formulation and implementation of audit frameworks. Provide support to the audit committee and any other council committee charged with the responsibility to execute oversight functions that requires audit processes. Monitor applications, processes, and procedures associated with statutory financial and non-financial responsibilities and functions of the municipality. Assist in conducting audits to establish compliance and improve internal controls. Provide guidance and information about audit processes and functions. Generate reports. |
| IDP Officer | Post Level: 06 Basic Salary: R 377 547.83-425 304.84 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) National Diploma: Development Planning or Public Administration / Management or Economics or relevant equivalent qualifications b) Minimum of 2 years of relevant experience c) Valid Code B Driver's license d) Clear criminal record | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. | Facilitate Integrated Development planning activities on behalf of the municipality. Collect inputs and submissions for the IDP Process plan and submit the process plan for approval. Monitor the performance progress of IDP Projects. Set up systems for community and stakeholder public participation process. Coordinate responses and comments on the IDP. Coordinate IDP review. Arrange IDP/Budget Steering Committee and Rep Forum meetings. |
| PMS Officer | Post Level: 06 Basic Salary: R 377 547.83-425 304.84 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. | a) National Diploma in Public Administration or Human Resources Management or Monitoring and Evaluation or relevant qualification b) Clear criminal record | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. | Coordinate and provide advisory service with effect to the implementation of an effective Performance Management System capable of accurately establishing and measuring accomplishment and outcomes against key performance areas and indicators. Provides guidelines and information on the PMS system. Aligning requirements to support methodology. Applies methods and standards to determine specific requirements and |



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| | b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | c) Minimum of 2 years of relevant experience d) Valid Code B Driver's license | <ul style="list-style-type: none"> Excellent organizational and administrative skills. Ability to work under pressure. Understanding of the local government environment. | dimensions. Coordinate specific procedures associated with the implementation and execution of Performance Management. Overall management of activities and procedures associated with direct supervision and monitoring of personnel and services of the Performance Management system. Develop, produce, and review Monthly, quarterly, and annual performance management reports. Creating understanding and awareness. |
| M&E Officer | Post Level: 06 Basic Salary: R 377 547.83-425 304.84 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) National Diploma in Public Administration or Human Resources Management or Monitoring and Evaluation or relevant qualification b) Clear criminal record c) Minimum of 2 years of relevant experience d) Valid Code B Driver's license | <ul style="list-style-type: none"> Excellent Communication and report-writing Skills Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs Problem-solving and interpersonal skills. Excellent organizational and administrative skills. Ability to work under pressure. Understanding of the local government environment. Strong client service and team focus | Provide support in monitoring and evaluating the IDP in the municipality. Develop a project monitoring plan (PMP) of the IDP and SDBIP of the municipality. Coordinate with other departments for collecting data against agreed indicators of the IDP and SDBIP. Collect and manage essential data of their respective departmental deliverables of the IDP / SDBIP. Facilitate meetings regarding the monitoring of the IDP / SDBIP. Develop, coordinate, and conduct evaluations of the IDP and SDBIP. Review, consolidate, and edit all the Monitoring & Evaluation reports. Develop Council's Annual Report, as well as the Oversight Report on the Annual Report. Staff monitoring. |
| Development and Town Planning | | | | |
| Manager Human Settlement | Post level 03 Basic Salary: R677 817.12 - R857 428.72 Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) B Tech / B Degree in Building Science / Public Administration / Management / Development Planning / Town and Regional Planning or relevant equivalent qualification b) Municipal Finance Management Programme / National Diploma Public Finance Management & Administration (PFMA) c) Valid Code B Driver's License d) Clear Criminal Record e) Minimum of 4 years experience with 2 years at a supervisory level. | <ul style="list-style-type: none"> Excellent Communication and report-writing Skills Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs Problem-solving and interpersonal skills. Excellent organizational and administrative skills. Ability to work under pressure. Understanding of the local government environment. | Manage human settlements of the organization. Develop, review, and monitor the implementation of Human Settlement policies, procedures, and strategies. Monitor legal requirements and government reporting regulations applicable to the division and enforce compliance with applicable legislation, regulations, and policies. Manage housing-related activities, i.e. The development and maintenance of the waiting list and identification and allocation of houses, the administration of title deeds, and property ownership records. Maintenance of records and systems. |
| Manager Local Economic Development | Post level 03 Basic Salary: R677 817.12 - R857 428.72 Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. | a) B Tech / B degree in Development Studies or Business Administration / Management or Economics or relevant equivalent qualifications b) Municipal Finance Management Programme / National Diploma | <ul style="list-style-type: none"> Excellent Communication and report-writing Skills Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs Problem-solving and interpersonal skills. | Manage and implement an integrated Local Business Support strategy for creating an environment that would attract increased investments and sustainable Industrial Development and Competitiveness. Provide Local Community Development strategic support to the municipality. Coordinate and implement Local Business Support strategy to ensure the economic development of the community. Establish, manage, and |



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| | b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | Public Finance Management & Administration(PFMA) c) Valid Code B Driver's License d) Clear Criminal Record e) Minimum of 4 years experience with 2 years at a supervisory level. | <ul style="list-style-type: none"> • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. | evaluate local business strategic investment initiatives and projects. Registration and licensing of SMMEs. Directing economic and Tourism planning activities for the Municipality's area in line with regional, provincial, and national activities. Provide operational reports and manage stakeholder relationships. |
| Zoning Inspector | Post Level: 5 Salary: R 429 097.30 – R 455 428.23 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid, b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) B Tech / B Degree in Town and Regional Planning or Building Science or a relevant equivalent qualification b) Registered with the South African Council for Planners (SACPLAN) c) Clear criminal record d) Valid Code B Driver's license e) Minimum of 3 years of relevant experience | <ul style="list-style-type: none"> • Computer Literacy; • Negotiation Skills; • Attention to detail; • Communication Skills; • Problem-solving Skills | Administer and evaluate outdoor advertising applications in terms of the Municipal By-Law on advertising on Roads and Ribbon Development i.e. Billboards, Posters, banners, hoarding, etc. Inspect drawings, diagrams, environmental impact assessments, photographs, and approved building plans. Facilitate application for a permit to display estate agent's boards or contractor's boards Draft comments and reports on all land use applications and adverts generated by the land use management division. |
| Land Surveyor | Post Level: 5 Salary: R 429 097.30 – R 455 428.23 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) National Diploma / B Tech / B Degree in Land Survey /Civil Engineering or a relevant equivalent qualification b) Registration with PLOTA c) Valid Code B Driver's license d) Clear criminal record e) Minimum of 3 years of relevant experience | <ul style="list-style-type: none"> • Computer Literacy; • Negotiation Skills; • Attention to detail; • Communication Skills; • Problem-solving Skills • Drafting Skills; | Provide municipal engineering support services to the Municipality. Provide contractors, the Project Engineer, or Public Works staff with technical assistance. Consult plans and carry out field surveys to determine the location of existing municipal services. Conduct surveys and field work to determine or establish the preliminary layout of proposed new works, interpretation of designs and specifications, elevations, and alignment for construction purposes. Prepare miscellaneous drawings by hand or Software System and maintain GIS software and mapping. Calculate and coordinate municipal engineering operations for the section. |
| Building Inspector | Post Level: 5 Salary: R 429 097.30 – R 455 428.23 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) National Diploma / B Tech / B Degree in Building Science / Architecture / Town and Regional Planning or a relevant equivalent. b) Registration with SACPCMP c) Valid Code B Driver's license d) Clear criminal record e) Minimum of 3 years of relevant experience | <ul style="list-style-type: none"> • Computer Literacy; • Negotiation Skills; • Attention to detail; • Communication Skills; • Problem-solving Skills • Drafting Skills; | Coordinate and execute sequences associated with standards, procedures, regulations, and specifications in terms of National Building Regulations, By-Laws, and SABS Codes of Practice. Monitor compliance with building inspection functions in terms of quality and performance. Policy, by-laws implementation, and enforcement. Building plan approvals and record keeping. Provide administration, procedures, systems, and control services to the public. Implement property management controls and systems. |
| Technical Services | | | | |
| Superintendent: Civil | Post Level: 5 | (a) National Diploma / B Tech / B Degree in Civil Engineering or | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills | Collaborate with engineers, subcontractors, etc to determine project needs. Plan construction processes. Order the appropriate |



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| | Salary: R 429 097.30 – R 455 428.23 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | relevant equivalent qualification. (b) Valid Code B driving license (c) Clear criminal record (d) Minimum of 3 years relevant experience | <ul style="list-style-type: none"> Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs Problem-solving and interpersonal skills. Excellent organizational and administrative skills. Ability to work under pressure. Strong client service and team focus | equipment and arrange for regular maintenance. Keep track of material stock and orders. Conduct planned periodic and emergency responses and install, inspect, maintain, troubleshoot, diagnose, repair, and perform preventative maintenance on roads and stormwater drainage systems. |
| Superintendent Roads and Stormwater | Post Level: 5 Salary: R 429 097.30 – R 455 428.23 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid, b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) National Diploma / B Tech / B Degree in Civil Engineering or relevant equivalent qualification. b) Valid Code B driving license c) Clear criminal record d) Minimum of 3 years relevant experience | <ul style="list-style-type: none"> Excellent Communication and report-writing Skills Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs Problem-solving and interpersonal skills. Excellent organizational and administrative skills. Ability to work under pressure. Understanding of the local government environment. Strong client service and team focus | Coordinates tasks/ activities associated with the implementation of procedures and, monitoring and reporting on sequences/ outcomes. Plans prioritize and schedules roads and storm-water project and maintenance work. Coordinates and controls tasks/ activities associated with controlling personnel performance, productivity, and discipline. Monitors and evaluates progress with regards to repair, construction, installation, and maintenance type work (e.g. construction of asphalt/ gravel roads, installation of underground pipelines, curb-laying, lines and signs, etc.). Oversee and schedule maintenance queries and complaints. Ensure a safe working environment. Ensure compliance with industry standards, controls, and procedures. Input into design work for road and stormwater services. |
| Superintendent Electricity | Post Level: 5 Salary: R 429 097.30 – R 455 428.23 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid, b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | (a) National Diploma / B Tech / B Degree in Electrical Engineering or relevant equivalent (b) Electrical trade certificate (c) Valid Code B driving license (d) Clear criminal record (e) Minimum of 3 years relevant experience | <ul style="list-style-type: none"> Excellent Communication and report-writing Skills Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs Problem-solving and interpersonal skills. Excellent organizational and administrative skills. Ability to work under pressure. Understanding of the local government environment. Strong client service and team focus | Supervise the operation, maintenance, and construction of high, medium, and low voltage power networks and all related electrical installation and equipment. Supervise the operation of electrical network systems, protection devices, equipment, street light, and service cables and installations. Supervise and undertake the specialized maintenance of electrical network systems. Supervise the construction and installation of new networks, substations, and transformers. |
| Community Services | | | | |
| Manager Social Services | Post level 03 Basic Salary: R677 817.12 - R857 428.72 Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. | a) B Degree in Public / Business Administration Management, Social Science, or Community Development Studies or relevant equivalent qualification | <ul style="list-style-type: none"> Excellent Communication and report-writing Skills Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs Problem-solving and interpersonal skills. | Promote access to community facilities, provide services to the indigent and coordinate disaster services, and provide welfare development services to the community. Develop an integrated disaster management strategy that is aligned and relevant to the needs of the community. Provide integrated service provision through the efficient running of the Thusong and other municipal |



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| | b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | b) Municipal Finance Management Programme / National Diploma Public Finance Management & Administration(PFMA) c) Minimum of 4 years experience with 2 years at a supervisory level. d) Valid Code B driver's license e) Clear criminal record | <ul style="list-style-type: none"> • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus | facilities. Provide indigent services to those requiring support from stakeholders. |
| Superintendent Environmental Management | Post Level: 5 Salary: R 429 097.30 – R 455 428.23 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid, b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) B Tech / B degree in Environmental Studies / Waste Management or Studies or relevant equivalent qualification b) Valid Code B driving license c) Clear Criminal record d) Minimum of 3 years relevant experience | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus | To plan and supervise the removal of residential and business/commercial refuse, cleaning, and maintenance of taxi ranks, streets, and open spaces. To provide environmental services e.g. conduct clean-up and environmental awareness campaigns, comment on EIA's, monitor Health Care Risk Waste and air quality management. Ensures a clean environment by conducting environmental awareness and clean-up campaigns. Identify areas to be cleaned within the municipality and deploy staff to clean. Undertake tasks to ensure better air quality management and response to climate change. Comment on Environmental Impact Assessment Reports. Monitor Health Care Risk Waste. Ensure that the municipal refuse grounds and taxi rank are well maintained and in compliance with council and health regulations at all times. |
| Environmental Officer | Post Level: 06 Basic Salary: R 377 547.83-425 304.84 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) National Diploma in Environmental Management / Waste Management or relevant equivalent qualification b) Valid Code B driver's license c) Clear criminal record d) Minimum of 2 years of relevant experience | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus | Promote sustainable development within environmental policy and monitor adherence to municipal laws and regulations. Implement an air quality management plan and monitor compliance. Attend to Environmental Management complaints and manage Industrial impact in compliance with by-laws. Plan and manage all municipal projects in an environmentally conscious manner that embraces sustainable development. Develop integrated environmental policies and systems. Biodiversity management. Review development plan submissions and recommend actions to mitigate the impact on the environment. Conduct Education and Awareness campaigns. |
| Assistant Superintendent Traffic and Law Enforcement x 2 | Post Level: 06 Basic Salary: R 377 547.83-425 304.84 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. | a) Grade 12 b) Traffic Diploma or relevant equivalent qualification c) Valid Code B Driver's license d) Clear criminal record | a) Computer Literacy b) Negotiation skills c) Management skills d) Interpersonal skills e) Comprehensive knowledge of applicable legislation | Facilitate implementation of sequences associated with statutory laws and by-laws. Oversee completeness of documentation and notifications concerning the issuing of summonses and warrants of arrest. Complete and submit case files to facilitate prosecution. Give evidence in court in support of any prosecutions. Authorized summons were issued to ensure the correct application of |



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| Position | Remunerations and Benefits | Minimum Requirement | Skills and Competencies | Key Performance |
|----------------------|---|--|---|--|
| | b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | e) Minimum of 8 years experience as a Traffic Officer. | f) No criminal record g) Excellent communication skills h) Ability to adapt i) Capacity to Withstand Stress j) Dangerous Working Environment | legislation. Compile accident reports of official vehicles. Check standing order compliance on all officers during a parade. Check alterations of a summons and report to the Superintendent. Stop the vehicle and check them for roadworthy/law enforcement by using Road Traffic Act 93/96. Investigate newly reported traffic problems/complaints by using the Complaint file. Do speed-checking (law enforcement) by using a Speed file. Facilitate funerals, VIP escorts, and marches based on applications submitted. Facilitate participation in Joint Operations, Roadblocks, and Arrive Alive campaigns. Serve and execute warrants of arrests. Provide inputs into the planning of calendar days and campaigns e.g. arrive alive. Facilitate execution of the Road Safety Plan |
| Service Workers (28) | Post Level: 15 Salary: R 130 480.80 – R149 190.48 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid, b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund, c) Any Statutory employer contributions | a) Grade 10 b) Clear criminal record c) Minimum of 0-6 Months of Relevant Experience | <ul style="list-style-type: none"> •Ability to perform hard physical work in different and difficult environments. •Honest and reliable •Use your own initiative and be proactive •Healthy and physically fit | Walk, pick up and load refuse bags into the refuse vehicles. Place clean litter bags on-premises. Cleaning spilled waste, sweeping, gathering, and inserting into refuse bags, and loading into refuse vehicles. Collecting refuse from business premises, lifting mobile waste containers or gathering and loading refuse bags into vehicles. Move refuse to create space and attend to offloading of refuse from vehicles using hand-held tools at disposal sites. Remove and wash off debris from tools, containers, and/ or vehicles, applying disinfectants and using pressurized cleaning systems (hand-held hoses). Placing and stacking tools in designated storage areas and/ or year, to review the previous year's program and to draw the one for the current financial year. Report tool malfunctioning to Supervisor. Arranging tables and/or chairs for functions in the hall such as dances, concerts, meetings, etc. Removes litter on public premises daily. Removes dead animals. Empties litter bins daily. Relieves staff on other refuse removal trucks when required. Removes refuse dumped illegally. Distributes circulars to residents. Cleans public amenities, bus stops, and pedestrian subways. Removes carcasses from public places and vets. Keep the store properly packed and tidy. Clean the tools before storing them. Slashing and removing plants and weeds using slashers, shovels, and hoes to enable access and ensure neatness. Render maintenance and burial preparation tasks at the cemetery. Ensuring that the security fencing is tight. Open gates during daytime hours and make sure that the yards are locked and secure at night. Digging and preparing burial sites. Directing clients to plots allocated to them. Verifying proof of payments to people who bought the plots. |



MUSINA LOCAL MUNICIPALITY (EXTERNAL)

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| Position | Remunerations and Benefits | Minimum Requirement | Skills and Competencies | Key Performance |
|------------------------------|---|---|---|--|
| Budget and Treasury | | | | |
| Manager Financial Statements | Post level 03 Basic Salary: R677 817.12 - R857 428.72 Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) B Degree in Accounting / Finance or relevant equivalent qualification b) Municipal Finance Management Programme / National Diploma Public Finance Management & Administration(PFMA) c) Membership of an accredited professional institute or other recognized accounting body d) Clear criminal record e) Valid Code B Driver's license f) Minimum of 4 years experience with 2 years at a supervisory level. | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • A strong team focus | Manage the production of financial reports for the municipality, including corporate accounting and earnings reports presented to directors, shareholders, auditors, and regulators. Schedule and monitor month-end and year-end procedures to ensure reporting takes place as prescribed in terms of legislation and guidelines. Review the statutory reports to ensure accuracy and adherence to time frames: (Bank reconciliation, Retention register, Grant reconciliation). Input into the annual financial statements by providing information on cash flows, under and over expenditure, and all line items associated with the budget, and grants. |
| Manager Expenditure | Post level 03 Basic Salary: R677 817.12 - R857 428.72 Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) B Degree in Accounting /Finance or relevant equivalent qualification b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration(PFMA) c) Valid Code B Drivers Licence d) Clear criminal record e) Minimum of 4 years experience with 2 years at a supervisory level. | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • A strong team focus | To manage the efficient payment of creditors by the Municipality within the allocated time frame per Financial Policies and Procedures, including procedures for the approval, authorization, withdrawal, and payment of funds. Expenditure Management Strategic Support to the Municipality. |
| Senior Accountant Revenue | Post Level: 04 Basic Salary: R 456 428.05 – 529 703.38 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. | a) B Degree in Accounting / Finance b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs | Coordinate implementation of revenue enhancement strategies to improve revenue collection by ensuring the accurate and timely billing of rates and services. Property rates administration and billing. Verify calculations on clearance figures. Produce monthly reports on debtors, vat, interest reconciliations, revenue, handover, and debt collection. Provide reports on cash collection, |



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| Position | Remunerations and Benefits | Minimum Requirement | Skills and Competencies | Key Performance |
|---------------------------------|---|--|--|--|
| | b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | & Administration(PFMA Valid Code B Drivers Licence c) Clear criminal record d) Minimum of 4 years relevant experience of which 1 year should be in a supervisory role | <ul style="list-style-type: none"> • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus | handling of cash, and cash resolve cash management system errors. Verify journal entries for authorization by the manager. Consolidate reports on monthly debts for review. Monitor staff in the section |
| Accountant Financial Statements | Post Level: 5 Salary: R 429 097.30 – R 455 428.23 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid, b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) B Degree in Accounting / Public Finance and Administration or relevant equivalent qualification b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration(PFMA c) Valid Code B Drivers Licence d) Clear criminal record e) Minimum of 3 years of relevant experience | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus | Provide support in the preparation of the Annual Financial Statements and external and internal financial reporting activities of Musina Local Municipality. Support the finance department in both external and internal financial reporting activities, applying knowledge of financial statements and disclosures, GRAP, internal reporting and analysis, and business processes to create accurate and meaningful deliverables. Reviews data included in financial reports for clerical accuracy and completeness. Assists management reporting efforts in the preparation, analysis, and presentation of internal financial and non-financial measures. Prepares regular financial forecasts, financial projections, management reports, financial models, and various financial issues. Assist internal and external auditors in ensuring that all matters raised by the auditors in queries, management letters, and audit reports are addressed. |
| Accountant Revenue | Post Level: 5 Salary: R 429 097.30 – R 455 428.23 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid, b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) B Degree in Accounting / Public Finance and Administration or relevant equivalent qualification b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration(PFMA c) Valid Code B Drivers Licence d) Clear criminal record e) Minimum of 3 years of relevant experience | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus | Collect revenue for the Municipality for services rendered to meet collection targets to maintain positive cash flow within the Municipality. Prepare and coordinate the monthly billing processes. Prepare debtors to control journal reconciliation. Compile reports on overdue debtors for hand-over to debt collectors. Prepare reconciliations and revenue reports on grants, levies versus payments for the month. Facilitate valuation of property by providing inputs to the Senior Accountant and sending valuation roll to debtors and capturing debtor inputs Prepare and consolidate monthly reporting of the debts. Staff Supervision |
| Contract Management Officer | Post Level: 06 Basic Salary: R 377 547.83-425 304.84 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. | a) National Diploma in Finance / Accounting / Public Finance / Administration / SCM / Commerce or Law or relevant equivalent qualifications | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs | Administer supplier contracts in the procurement of goods and services. Check compliance with the departmental demand management plan and report deviations. Maintain record keeping of contracts and Service level agreements. Verify completeness of documentation thereby ensuring adherence to compliance systems. Maintain and update Central Supplier Database. |



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| Position | Remunerations and Benefits | Minimum Requirement | Skills and Competencies | Key Performance |
|---|---|--|--|---|
| | b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration(PFMA) c) Valid Code B Drivers Licence d) Clear Criminal record e) Minimum of 2 years of experience | <ul style="list-style-type: none"> • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. | Monitor the performance of suppliers in adherence to the terms of the contracts and delivery of specifications and report non-compliance. Participate in annual supplier evaluations. Produce reports on deviations, tenders awarded, purchase orders, and fruitless and wasteful expenditures. Liaise with auditors to provide information and documents about contract management. |
| Corporate Services | | | | |
| Manager ICT | Post level 03 Basic Salary: R677 817.12 - R857 428.72 Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) B Degree / B Tech in Information Technology or relevant equivalent qualification. b) Network Plus certificate c) CompTIA A+ 1000 d) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration(PFMA) e) Valid Code B Driver's license f) Clear criminal record g) Minimum of 4 years experience with 2 years at a supervisory level. | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus | Manage ICT resources, and ICT staff and co-ordinates tasks/ activities associated with the provision of End User support and analyses, diagnoses, and resolve software/hardware-related problems ensuring optimum and uninterrupted functionality of operating systems and applications within the municipality. Coordinates specific sequences associated with troubleshooting and problem-solving application problems and installs new software and/ or hardware. Provides support associated with the capability of application software, peripheral devices, connectivity, and/ or functionality of operating software and hardware devices. Analyses and provides recommendations about the information systems hardware/ software and/ or capacitates end-user on specific applications. |
| Manager Office Facilities Management and Auxiliary Services | Post level 03 Basic Salary: R677 817.12 - R857 428.72 Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) B Degree in Facility management / Logistics or Public administration or relevant equivalent b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration(PFMA) c) Valid Code B Driver's license d) Clear criminal record e) Minimum of 4 years experience with 2 years at a supervisory level. | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus | Manage the scheduling of planned maintenance and monitor the implementation of the schedule. Devise cost-effective methods to maintain facilities and make recommendations to the General Manager. Manage the provision of cleaning services of facilities inclusive of perimeter and internal fumigations and the quarterly deep cleaning servicing on all facilities. Manage refurbishments and improvements of facilities. Conducting inspections of buildings and facilities to compile annual building/ facilities repair and maintenance programs |



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|--|--|--|--|---|
| Manager Council Support & Records Management | Post level 03 Basic Salary: R677 817.12 - R857 428.72 Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) Bachelor's Degree in Public Administration Management / Archives and Record management / Law Or relevant equivalent qualification b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration(PFMA) c) Minimum of 4 years experience with 2 years at a supervisory level. d) Valid Code B Driver's license e) Clear criminal record | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus | Manage the provision of secretariat services to the council, Support and advise Council Committees on matters of governance. Act as key contact for all Political Parties on administrative issues and those issues required by the Standing Rules of Council. Develop a database of all resolutions of the Council and its Committees to ensure they are all implemented. Guide, establish, facilitate, coordinate, and maintain stakeholder relations. Maintaining the Doc system, rebuilding, and verifying the system is functioning properly. Overseeing that the records are accessible to the community. Managing the dissemination of the required information to relevant stakeholders. |
| Skills Development officer | Post Level: 04 Basic Salary: R 456 428.05 – 529 703.38 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) B Degree in Human Resource Management / Human Resource Development / Training and Development / Public Administration / Management / ODTEP or relevant equivalent qualification. b) An Assessor / Moderator Certificate c) Skills Development Facilitator Certificate d) Minimum of 4 years experience 1 of which should be in the training and development field. e) Valid Code B Driver's license f) Clear criminal record | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus | Provide support in the provision of efficient and effective Human Resource Development (HRD) interventions per policy, procedure, and statutory requirements. Gather and provide information on the demographics and analyze the workforce profile in the preparation of the Employment Equity Plan. Identify positions and gaps to ensure that a succession plan is in place. Coordinate an Induction plan for new employees. Provide administrative support and reporting to relevant authorities. Conduct skills audit and training needs analysis. Compilation of the Workplace Skills Plan and Annual Training report annually. Administration of the Municipal Internal and External Bursary Scheme and regular reporting to the relevant committees. |
| Senior Committee Officer | Post Level: 06 Basic Salary: R 377 547.83-425 304.84 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund c) Any Statutory employer contributions | a) National Diploma in Public Administration / Management / Secretariat / Law or relevant equivalent qualification b) Minimum of 2 years relevant experience c) Valid Code B Drivers license d) Clear criminal record | <ul style="list-style-type: none"> • Excellent Communication and report-writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. | Provide an efficient, reliable, and effective council support service to municipal council and council committees. Coordination and administrative support of council and council committee meetings. Production, maintenance, and safekeeping of Council and Council Committee documents. Administrative functions of the unit. |



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| Position | Remunerations and Benefits | Minimum Requirement | Skills and Competencies | Key Performance |
|------------------------|--|---|--|--|
| Communications Officer | Post Level: 06 Basic Salary: R 377 547.83-425 304.84 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) National Diploma in Public Relations / Media Studies or Marketing or Communication or relevant equivalent qualification. b) Valid Code B Driver's license c) Clear criminal record d) Minimum 2 years of relevant experience | <ul style="list-style-type: none"> Understanding of the local government environment. Strong client service and team focus Excellent Communication and report-writing Skills Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs Problem-solving and interpersonal skills. Excellent organizational and administrative skills. Ability to work under pressure. Understanding of the local government environment. Strong client service and team focus | Coordinate key performance areas of the Marketing and Communication function through the identification of needs, perceptions, and requirements within in outside the municipality. Perform marketing, branding, and stakeholder relation services. Perform communication-related activities. Ensure that publications are produced and distributed. Perform public and client service functions. Coordinate community feedback and inquiries and requests are addressed. |
| ICT Officer | Post Level: 06 Basic Salary: R 377 547.83-425 304.84 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognized/ approved medical aid. b) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. c) Any Statutory employer contributions | a) National Diploma in Information Technology Management or relevant equivalent qualification. b) Network Plus certificate c) CompTIA A+ d) Minimum 2 years of relevant experience e) Valid Code B Driver's license f) Clear criminal record | <ul style="list-style-type: none"> Excellent Communication and report-writing Skills Proficiency in Microsoft Office including MS Word, Outlook, Excel, and PowerPoint programs Problem-solving and interpersonal skills. Excellent organizational and administrative skills. Ability to work under pressure. Understanding of the local government environment. Strong client service and team focus | Coordinates tasks/ activities associated with the provision of End User support and analyses, diagnoses, and resolves software/hardware-related problems ensuring optimum and uninterrupted functionality of operating systems and applications within the municipality. Coordinates specific sequences associated with troubleshooting and problem-solving application problems and installs new software and/ or hardware. Provides support associated with the capability of application software, peripheral devices, connectivity, and/ or functionality of operating software and hardware devices. Analyses and provides recommendations about the information systems hardware/ software and/ or capacitates end-user on specific applications |

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your formal applications to: The Municipal Manager: Musina Local Municipality, Private Bag X611; Musina, 0900 or deliver the application(s) at Records Office at 21 Irwin Street, Musina. 0900or send the application(s) via email to records@musina.gov.za.

Candidate Applications for the vacancies must be accompanied by:

- Wholly/fully Musina Local Municipality Employment Application Form (a copy of the form can be obtained from the municipal website i.e. www.musina.gov.za or at municipal offices).
- Comprehensive Curriculum Vitae.
- Contactable references.
- Certified Copies of (Stamped as a certified copy for a period not exceeding 3 Months):
 - Identity Document/Passport.
 - Work permit where applicable (Non-RSA Citizens)
 - Valid driver's license where applicable.
 - Qualifications / Certificates.



MUSINA LOCAL MUNICIPALITY (EXTERNAL)

Applications without the above will not be considered. Musina Local Municipality reserves the right to or not to make appointments. If no response is received from the Musina Municipality within 90 days after the closing date, it must be regarded that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to shortlisted and successful candidates only. Shortlisted candidates may be subjected to suitable checks including but not limited to Security Background Checks, Citizenship/Nationality, Qualifications, Criminal Record and Employment History. Faxed applications and applications received after the closing date and time will not be considered. Submission of fraudulent documentation and misrepresentation of the applicant's facts will immediately disqualify the applicant. Direct or indirect canvassing for preferential treatment will result in automatic disqualification of the applicant. Inquiries on the above should be directed to Human Resources Section at Tel: 015 534 6158/ 6148/ 6123 or Email: Rikal@musina.gov.za

THE CLOSING DATE FOR APPLICATIONS IS: TUESDAY 11 JULY 2023 AT 15H00

TN TSHIWANAMBI
MUNICIPAL MANAGER

NOTICE NUMBER: 20/2022/23