



MUSINA LOCAL MUNICIPALITY

EXTERNAL ADVERT

Musina Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its staff 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 to apply. All appointments will be made in terms of the Bargaining Council Agreement.

Position	Remunerations and Benefits	Minimum Requirement	Skills and Competencies	Key Performance
Artisan Painter	Post Level: 8 Salary: R327 787.06-369 249.66 per annum <u>Applicable Benefits:</u> 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. Applicable Trade Test certificate c. Valid Code B driver's license d. 1-2 years of relevant experience e. Clear Criminal record	<ul style="list-style-type: none"> Supervisory skills Good interpersonal and communication skills Ability to work independently Good technical writing and calculating skills Basic Planning Skills Honest and reliable Use your own initiative and be proactive Proficient in the use of Basic Hand Tools Must be able to lift heavy objects (5 – 20 kg) 	Preparation of surfaces for painting or finishing. Patching cracks in plaster. Uses drop cloths properly to protect adjacent surfaces. Mask baseboards; glass, etc. to protect surfaces. Undercoats, apply primers, sealers, etc. to surfaces with brushes, rollers, or spray-painting equipment. Finish and refinish woodwork and cabinets. Road markings and Road signage duties. Basic knowledge of chemical safety, MSDS, and small spill clean-up. Responsible for operating and cleaning paint equipment, including scaffoldings, sanders, sprayers, compressors, brushes, rollers, etc. May select the proper type of paint. May lead and instruct helpers as required. Drive service truck as required; load and unload materials and supplies. Other duties as assigned.
Artisan Builder	Post Level: 8 Salary: R327 787.06-369 249.66 per annum <u>Applicable Benefits:</u> 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 Civil Engineering / Building Science b. Applicable Trade Test Certificate c. Valid Code B driver's license d. Clear criminal record e. 1-2 years of relevant experience	<ul style="list-style-type: none"> Supervisory skills Good interpersonal and communication skills Ability to work independently Good technical writing and calculating skills Basic Planning Skills Honest and reliable Use your own initiative and be proactive Proficient in the use of Basic Hand Tools Must be able to lift heavy objects (5 – 20 kg) 	To execute specific works related to bricklaying, block laying and concrete works according to prescribed standards and procedures on buildings in the Planning, Projects, Housing, and Administration Sections. Respond to reported faults immediately/promtly; Research reasons for repeated repairs and find solutions. Maintain working tools. Responsible to operate and cleaning equipment, including scaffoldings. May lead and instruct helpers as required. Drive service Truck as required; load and unload materials and supplies. Other duties as assigned.
Artisan: Diesel Mechanic	Post Level: 8 Salary: R327 787.06-369 249.66 per annum <u>Applicable Benefits:</u> 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 Mechanical Engineering b. Applicable Trade Test Certificate c. Valid Code B Driver's License d. Clear Criminal Record e. 1-2 years of relevant experience	<ul style="list-style-type: none"> Supervisory skills Good interpersonal and communication skills Ability to work independently Good technical writing and calculating skills Basic Planning Skills Honest and reliable Use your own initiative and be proactive Proficient in the use of Basic Hand Tools Must be able to lift heavy objects (5 – 20 kg) 	Provide maintenance of plant, vehicle, and mechanical equipment. Discuss problems with car drivers or vehicle or plant operators to discover faults. Examine vehicles/plant and equipment to determine the extent of damage or malfunctions. Test drive vehicles and test components and systems, using equipment such as infrared engine analysers, compression gauges, and computerized diagnostic devices. Repair, reline, replace, and adjust brakes. Review work orders and discuss work with supervisors. Attend to hydraulics mechanical breakdowns. Refer complicated breakdowns to the supervisor for outsourcing repairs. Check faults on vehicles and machinery. Strip off broken parts of vehicles and machinery and replace them with new parts.
Artisan Plumber	Post Level: 8 Salary: R327 787.06-369 249.66 per annum <u>Applicable Benefits:</u> 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 Plumbing b. Applicable Trade Test Certificate c. Valid Code B Drivers Licence d. 1-2 years of relevant experience e. Clear criminal record	<ul style="list-style-type: none"> Supervisory skills Good interpersonal and communication skills Ability to work independently Good technical writing and calculating skills Basic Planning Skills Honest and reliable Use your own initiative and be proactive Proficient in the use of Basic Hand Tools Must be able to lift heavy objects (5 – 20 kg) 	Perform routine and breakdown maintenance on pipelines and reservoir control valves; Attend to relevant defects and work requests; Perform preventative maintenance; Respond to reported faults immediately/promtly; Research reasons for repeated repairs and find solutions; Perform general site plumbing maintenance. Determine what spares and equipment are necessary for all relevant scheduled and unscheduled maintenance. Complete documentation for administration and safety Purposes. May lead and instruct helpers as required. Drive service truck as required; load and unload materials and supplies. Other duties as assigned.
Handyman: Plumber / Carpenter	Post Level: 11 Salary: R 219 405.67-243 506.27 per annum <u>Applicable Benefits:</u> 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 b. Studying towards an applicable Trade Certificate c. 0-1 year experience d. Valid Code B Drivers Licence e. Clear criminal record	<ul style="list-style-type: none"> Supervisory skills Computer literacy Good interpersonal and communication skills Ability to work independently Good technical writing and calculating skills Basic Planning Skills Honest and reliable Use your own initiative and be proactive Proficient in the use of Basic Hand Tools Must be able to lift heavy objects (5 – 20 kg) 	Performs tasks associated with the execution of repairs and renovations to interior/ exterior surfaces, fixtures, and fittings of buildings. Perform duties following instructions and the OHS Act. Make all tools & materials available before commencing work. Clean areas on completion of work. Determine material requirements for maintenance work. Make all tools & materials available before commencing work. Clean areas after work have been completed. Make inputs to the updating of job cards and follow up on outstanding work. Make inputs on the development of maintenance schedules. Carry out repairs on municipal equipment and buildings. Advise clients on the care and maintenance of facilities and equipment.
Artisan: Electrical x 5	Post Level: 8 Salary: R327 787.06-369 249.66 per annum <u>Applicable Benefits:</u> 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 Electrical Engineering Studies b. Applicable Trade Test Certificate c. Valid Code B Drivers Licence d. 1-2 years of relevant experience e. Clear criminal record	<ul style="list-style-type: none"> Supervisory skills Good interpersonal and communication skills Ability to work independently Good technical writing and calculating skills Basic Planning Skills Honest and reliable Use your own initiative and be proactive Proficient in the use of Basic Hand Tools Must be able to lift heavy objects (5 – 20 kg) 	To install, repair and maintain electrical equipment. Maintain existing wiring and connections to meet standards and are not at risk of being damaged. Diagnose equipment malfunctions and make repairs and adjustments using the necessary test equipment, instruments, and tools of the trade. Repair or replace defective material and equipment by referring to operating manuals. Repair electrical distribution panels and motor control. Connect the power supply and test by using testing instruments.
Data Capturer (Project Management Unit – PMU) x 2	Post Level: 8 Salary: R327 787.06-369 249.66 per annum <u>Applicable Benefits:</u> 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 b. National Certificate in Engineering Studies c. National Certificate: Generic Management: General Management – Level 5 d. 2 Years' experience e. Valid Code B Driver's license f. Clear criminal record	<ul style="list-style-type: none"> Computer literacy Good interpersonal and communication skills Ability to work independently Good technical writing and calculating skills Basic Planning Skills Honest and reliable Use your own initiative and be proactive 	Provide data-capturing services to the PMU section. Capture all relative PMU information (e.g. MIG-MIS forms, NDPG-MIS, EPWP forms, and IMIS Project Management Data). Maintain the national monitoring database. Liaise with COGTA regarding the information captured and makes the follow-up of assessment of technical reports and registration of projects for record purposes. Provide data and information technology and quality control. Manipulate data for the preparation of all necessary reports to municipalities and the relevant provincial and national departments. Capture all site visits for each project on the management information system. Record and electronically file payment certificates, invoices, and technical reports. Notify relevant project managers and manager PMU about unregistered or unapproved projects. Register approved MIG projects on Management Information Systems. Capture all expenditures as per each grant.
Superintendent Electricity	Post Level: 5 Salary: R 429 097.30 – R 455 428.23 per annum <u>Applicable Benefits:</u> 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 Electrical Engineering /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.

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Position	Remunerations and Benefits	Minimum Requirement	Skills and Competencies	Key Performance
Senior Engineering Technician	Post Level: 04 Basic Salary: R 481 075.06 – R558 307.37 per annum <u>Applicable Benefits:</u> 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 Electrical engineering or relevant equivalent b. Registration with ECSA will be an added advantage. c. A minimum 5-8 years' experience in electrical project Management. d. Valid Code B driving license e. Clear criminal record f. Minimum of 2 years relevant experience	<ul style="list-style-type: none"> Excellent Communication and report-writing Skills Proficiency in Microsoft Office including MS Word, Outlook, Excel, PowerPoint and electrical network design programs such as Retic master, Digsilent, Power office, Microstation, etc. Problem-solving and interpersonal skills. Enable to resolve complex project management challenges. Excellent strategic, organizational and administrative skills. Ability to work under pressure. Understanding of the local government environment. Strong client service and team focus 	Perform electrical network design and upgrades using applicable software, Run simulation software to ensure and confirm compliance to the relevant standards to prevent infrastructure damages/breakdowns. Plan for critical equipment maintenance on a regular basis. Analyse new technology, equipment, specifications and techniques for possible implementation and incorporation into the telemetry and SCADA network and all systems in use. Monitor compliance to all NERSA conditions as per license. Ensure that protection relays are properly configured for protecting equipment and minimize downtime. Ensure compliance with all relevant operational standards of different apparatus. Ensure that every employee adheres to OHS Act and its regulations at all times. Oversee the operation, maintenance, and construction of high, medium, and low voltage power networks and all related electrical installation and equipment. Provide guidance on the operation of electrical network systems, protection devices, equipment, street light, and service cables and installations. Oversee and undertake the specialized maintenance of electrical network systems. Oversee the construction and installation of new networks, substations, and transformers. (Project management). Update all the electrical assets on a regular bases and recommend decommissioning/ refurbishments, etc. Submit the required reports to the manager electrical on a regular basis.
Superintendent: Building Maintenance	Post Level: 5 Basic Salary: 452 268.56-480 021.36 per annum <u>Applicable Benefits:</u> 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 / 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. A strong team focus 	Collaborate with engineers, subcontractors, etc to determine project needs. Plan construction processes. Order the appropriate 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 general building infrastructure.
Manager: Licensing and Testing Services	Post level 03 Salary: R714 419.25-R883 189.85 per annum <u>Applicable Benefits:</u> 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 Traffic/ Licensing Management / Policing degree and Examiner of Drivers licenses (Grade A) / Examiner of Motor Vehicle (Grade A) or E-Natis Supervisor Certificate or relevant equivalent qualification. b. Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA), Business Administration will be an added advantage. c. Valid Code B driving license d. Clear criminal record e. Minimum of 5 years relevant experience of which 3 years should be in a supervisory	<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 and control the provision of administrative licensing and testing services through the implementation of legislation, policies, procedures and systems. Ensure compliance with Traffic and Licensing legislations.
Licensing Officer x 2	Post Level: 8 Salary: R327 787.06-369 249.66 per annum <u>Applicable Benefits:</u> 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 b. Computer literacy: MS Office c. 0-2 Years' experience	<ul style="list-style-type: none"> Computer literacy Accuracy Bilingualism Interpersonal skills Attention to detail 	To perform specific administrative tasks, executing the eye and learner licensing testing sequences, collecting and receipting payments for specific applications, and making available information and/ or guidance on procedural requirements to the public to ensure customer requirements are promptly and professionally attended to following laid down departmental guidelines and procedures. Perform administration in the Licensing section. Perform the administrative duties required to sustain the function of the Motor Vehicle Licensing Registering Authority. Perform e-NATIS administration and inquiries to ensure customer service delivery. Completion of all transactions with the prescribed administrative specifications and regulations as prescribed in the Road Traffic Act, 93/1996.
Pit assistant	Post Level: 11 Salary: R 219 405.67-243 506.27 per annum <u>Applicable Benefits:</u> 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. 0-1 years' experience required	<ul style="list-style-type: none"> Communication skills Writing Skills Computer literate 	Maintain and clean buildings and grounds of the vehicle testing station. Check that vehicle information is recorded accurately during vehicle testing following laid down guidelines.
Manager Local Economic Development (Re-advertisement)	Post level 03 Salary: R714 419.25-R883 189.85 per annum <u>Applicable Benefits:</u> 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 Development Studies or Economics or Development Economics or Business Management b. Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA), Business Administration will be an added advantage. c. Valid Code B Driver's License d. Clear Criminal Record e. Minimum of 5 years' experience of which 3 should be 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. 	Direct, organise and provide leadership in the realisation of Economic Development and growth functions and responsibilities from conception to completion. Including SMME development, informal Trade, Business retention and Expansion, investment attraction, Enterprise and Cooperation Capacity Building. 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 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.

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Position	Remunerations and Benefits	Minimum Requirement	Skills and Competencies	Key Performance
Town Planner x 2	Post Level: 5 Salary: R 452 268.56-480 021.36 per annum <u>Applicable Benefits:</u> 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 d. Car allowance as per the applicable policy	a. B Tech/ B in Town and Regional Planning or Urban Design or equivalent Planning Degree b. 2-5 Years relevant experience c. Working towards or completed registration as a professional planner (SACPLAN)/ urban designer (UDISA), i.e. candidate member. d. Computer literary MS Office e. Clear criminal record. f. 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. Excellent organizational and administrative skills. Ability to work under pressure. Understanding of the local government environment. 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. 	To execute all activities relating to town and regional planning in order to ensure orderly and sustainable development in the municipal region, to the benefit of its inhabitants as a whole. Apply the general planning principles as well as existing planning policy on national, provincial, and local level. Check compliance to the submitted applications. Provide advice to the public in terms on land development. Facilitates development within the municipality to ensure sustainability. Conduct site inspection to ensure compliance with the land use management scheme and spatial development framework and report to the Manager Town Planning. Monitor Compliance of current land use and spatial development policies in relation to application that are submitted. Provide technical support and advisory services to the Municipality. Provide support in validating that building plans comply with town planning regulations
Housing Development Officer	Post Level: 5 Salary: R 452 268.56-480 021.36 per annum <u>Applicable Benefits:</u> 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/ National Diploma in Town and Regional Planning/ Development Planning/ Building Science b. 2 Years relevant experience c. Computer literary MS Office d. Clear criminal record. 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. 	Responsible for project coordination, housing administration in the Human Settlements Unit. Monitoring the performance of contractors in the construction of all housing codes programmes; and overall subsidy administration. Management and administration of the Municipalities Housing Schemes which aim to meet the communities housing needs efficiently. Monitor adherence to plans and record progress. Process housing information according to policies and procedures. Coordinate the implementation of procedures, systems and control measures in the administrative support section. Update, record and maintain information and activities. Maintain and keep records and required registers associated with the activities of the section. Communicate with the Civil Unit and Human Settlement Unit to address administrative needs. Work closely with Town Planner and Housing Unit to identify stands for low cost housing and recommend for further township development. Work closely with the subsidy administration consultants to make sure the applicant's registration process is correct. Facilitate application processes for the targeted community by giving preference to the needy in housing allocation and create awareness.
Mining, SMME & Cooperatives Officer	Post Level: 06 Basic Salary: R397 935.42-448 271.30 per annum <u>Applicable Benefits:</u> 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 Economics/ Development Economics or Business Management/ Administration or relevant qualification b. National Certificate in Tourism c. Minimum of 2 years of relevant experience d. Clear criminal record 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. 	Provide assistance and implement an integrated mining and industrial strategy for creating an environment that would attract increased investments and sustainable Industrial Development and Competitiveness. Manage Mining & Industrialization projects appropriately. Project coordination and implementation, in order to ensure Mining & Industrialization projects are coordinated and managed appropriately ensuring awareness of opportunities to the existing businesses. To ensure marketing and investment channels are identified to support the mining and industrialisation initiatives. To promote a solid relationship foundation in the mining sector that ensures open lines of communication with the community in the provision of services, and the overall improvement of the local economy.
Manager ICT (Re-advertisement)	Post level 03 Salary: R714 419.25-R883 189.85 per annum <u>Applicable Benefits:</u> 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 / Degree 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) will be an added advantage. e. Valid Code B Driver's license f. Clear criminal record g. Minimum of 5 years' experience of which 3 years is in a supervisor role	<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.
Skills Development Facilitator (Re-advertisement)	Post Level: 04 Basic Salary: R 481 075.06 – R558 307.37 per annum <u>Applicable Benefits:</u> 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 d. Car allowance as per applicable policy	a. Degree in Human Resource Management or Degree in Human Resource Development / Training and Development / Business Administration / Management / ODTEP or relevant equivalent qualification. b. Skills Development Facilitator Certificate c. Minimum of 2 years' experience 1 of which should be in the training and development field. 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 	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 analyse 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.

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Position	Remunerations and Benefits	Minimum Requirement	Skills and Competencies	Key Performance
OHS and Wellness Officer	Post Level: 06 Basic Salary: R397 935.42-448 271.30 per annum <u>Applicable Benefits:</u> 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 d. Car allowance as per the applicable policy	a. National Diploma in Safety management or relevant qualification / B Degree in Industrial Psychology / Wellness Management or relevant equivalent. b. Clear criminal record c. Minimum of 2 years of relevant experience d. Valid Code B Driver's license e. Registered with the relevant professional body	<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	Render Occupational Health and Safety (OHS) services to ensure compliance with provisions of the Occupational Health and Safety Act. Create a healthy work environment for all employees. Eliminate risk in the workplace. Address incidents and prevent future incidences. Monitor that contractors comply with the relevant legislature. Administer claims with regard to injuries on duty. Produce reports on OHS activities and incidents. Render Employee Assistance. Establish EAP Structures with relevant role players.
Individual PMS Officer	Post Level: 06 Basic Salary: R397 935.42-448 271.30 per annum <u>Applicable Benefits:</u> 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.	To coordinate the performance management system and processes across the Municipality to support the overall performance enhancement of individuals. 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 dimensions. Coordinate specific procedures associated with the implementation and execution of Performance Management. Develop, produce, and review Monthly, quarterly, and annual performance management reports. Creating understanding and awareness.
Legal Advisor	Post Level: 5 Salary: R 452 268.56-480 021.36 per annum <u>Applicable Benefits:</u> 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 d. Car allowance as per the applicable policy.	a. B Degree in Law (LLB advantageous) b. Computer literacy: MS Office. c. 2-5 Years relevant legal experience required. 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.	Provides an efficient, reliable and effective legal service in order to ensure a sound administration that is compliant to the law. Provide legal administration and ensure that the municipality and all its departments complies with relevant statutory requirements and prescripts and to ensure that proper legal services is rendered. Provide contract development and management services to ensure that all contract or agreement are developed timeously and comply with applicable legislation and managed within the perimeter of the statutory prescripts. Perform administrative tasks within the section and handle queries timeously.
Manager Expenditure (Re-advertisement)	Post level 03 Basic Salary: R714 419.25-R883 189.85 per annum <u>Applicable Benefits:</u> 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. Degree in Accounting / Finance or relevant equivalent qualification b. Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) will be an added advantage. c. Valid Code B Drivers Licence d. Clear criminal record e. Minimum of 5 years' experience of which 3 years is in a supervisory role	<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 481 075.06 – R558 307.37 per annum <u>Applicable Benefits:</u> 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 com in Accounting b. Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) will be an added advantage. c. Valid Code B Drivers Licence d. Clear criminal record e. Minimum of 3 years' experience 2 of which should be in a supervisory role.	<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 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, 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
Senior Accountant Financial Statements	Post Level: 04 Basic Salary: R 481 075.06 – R558 307.37 per annum <u>Applicable Benefits:</u> 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 com in Accounting b. Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) will be an added advantage. c. Valid Code B Drivers Licence d. Clear criminal record e. Minimum of 3 years' experience 2 of which should be in a supervisory role.	<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 Financial Statements	Post Level: 5 Salary: R 452 268.56-R480 021.36 per annum <u>Applicable Benefits:</u> 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 Com Degree in Accounting b. Valid Code B Drivers Licence c. Clear criminal record d. Minimum of 2 years' experience in the financial field.	<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.

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Position	Remunerations and Benefits	Minimum Requirement	Skills and Competencies	Key Performance
Accountant Assets	Post Level: 5 Salary: R 452 268.56-R480 021.36 per annum <u>Applicable Benefits:</u> 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 Com Degree in Accounting b. Valid Code B Drivers Licence c. Clear criminal record d. Minimum of 2 years' experience in the financial field.	<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 assets management. Capture assets in terms of applicable legislations. Produce asset report on assets captured. Monitor distribution of goods purchased. Coordinate Bar Coding of goods purchased. Prepare monthly reconciliations on movable assets. Perform assessment of all assets and reassess the useful lives of the impaired assets. Perform unbundling of infrastructure assets as required by GRAP. Record completed projects in accordance with GRAP. Dispose of assets which are no longer in a usable condition.
Accountant Expenditure	Post Level: 5 Salary: R 452 268.56-R480 021.36 per annum <u>Applicable Benefits:</u> 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 Com Degree in Accounting b. Valid Code B Drivers Licence c. Clear criminal record d. Minimum of 2 years' experience in the financial field.	<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	Process timeous, cost effective and efficient payment processes to Municipal creditors in accordance with Financial Policies and Procedures. Maintain Record keeping and filing systems to ensure the completeness, validity and accuracy of creditor payments
Contract Management Officer	Post Level: 06 Basic Salary: R 377 547.83-425 304.84 per annum <u>Applicable Benefits:</u> 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 Finance / Accounting / Public Finance / Administration / SCM / Commerce or Law or relevant equivalent qualifications b. Valid Code B Drivers Licence c. Clear Criminal record d. Minimum of 2 years' 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.	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. 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.
Interns Finance x 5	Fixed term Contract of 2 to 3 years Salary: R100 000 per annum (Total package) <i>The applicant should be unemployed and should not have participated in an internship of a similar nature before.</i>	a. B Com or 3 year National Diploma in Accounting b. Valid Code B Drivers Licence c. Computer literacy: MS Office. d. Clear criminal record	<ul style="list-style-type: none">• Computer literacy• Accuracy• Bilingualism• Interpersonal skills• Attention to detail	Will perform duties in the following sections for the period: Budget and Treasury, Supply Chain Management, Expenditure and Income.
Service Workers (35) (Re-advertisement)	Post Level: 15 Salary: R 137 526.77-R157 246.73 per annum <u>Applicable Benefits:</u> 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 7 (Standard 5) b. Clear criminal record	<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• Must be able to lift heavy objects (5 – 20 kg)	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).
Cleaners x 7	Post Level: 15 Salary: R 137 526.77-R157 246.73 per annum <u>Applicable Benefits:</u> 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 7 (Standard 5) b. Clear criminal record	<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• Must be able to lift heavy objects (5 – 20 kg)	Performs general cleaning of all Municipal offices and facilities. Keep the store properly packed and tidy.

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. 0900. No emailed application forms will be considered.

Candidate Applications for the vacancies must be accompanied by:

- Wholly/fully completed 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 of previous employment. (NB)
- 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.

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 suitability checks including but not limited to Security Background Checks, Citizenship/Nationality, Qualifications, Criminal Record and Employment History. By submitting the application form you are giving consent for the Screening process to take place. 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. Appointed candidates will be required to sign an Employment Contract, Performance Agreement and Disclosure of benefits and interest. Inquiries on the above should be directed to the Human Resources Section at Tel: 015 534 6158/ 6148/ 6123**

THE CLOSING DATE OF THE APPLICATIONS IS: 23 August 2024



Tel: 015 534 6100
Fax: 086 517 0049

Private Bag X611, Messina 0900
Notice number 02/2024-2025
31 July 2024

TN TSHIWANAMMBI
Municipal Manager

MUSINA LOCAL MUNICIPALITY