



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



## ADVERTISEMENT COMMUNITY DEVELOPMENT SERVICES

<b>Post</b>	<b>: Facilities Management Superintendent</b>
<b>Reference number</b>	<b>: 4/1/2/1/7</b>
<b>Post Level</b>	<b>: PL02</b>
<b>Salary</b>	<b>: R 460 835.76 - R 488 614.08 (excluding benefits)</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

### Minimum Requirements:

- Grade 12
- Higher Certificate in Facility Management / Project Management
- Computer Literacy
- Minimum experience in local government environment.
- Valid Driving License Code C1.
- No criminal Record

### Key Performance Areas:

- Facilitating daily operations, maintenance schedules and ensuring the efficient functioning of building systems.
- Advice in terms of budgeting, cost control, financial management related to facilities and promoting energy efficiency in facility operations to the unit manager
- Overseeing projects related to building renovations, upgrades, expansions or new construction ensuring they are completed on time and within budget
- Negotiating and managing contracts with vendors and service providers
- Ensuring a safe and secure environment for occupants

- Optimizing the use of space within a facility
- Using technology and data to manage facility information effectively
- Using data to improve facility operations, identify trends and make effective recommendations to unit manager.
- Identifying and mitigating potential risks to the facility, users and business reputation.
- Developing and implementing emergency plans and procedures

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BUDGET AND TREASURY OFFICE**

<b>Post</b>	<b>: Officer AFS</b>
<b>Reference number</b>	<b>: 4/1/2/1/4</b>
<b>Post level</b>	<b>: PL03</b>
<b>Salary</b>	<b>: R 444 139.92 – R 471 918.00 (Excluding benefits)</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

**Minimum Requirements:**

- NQF Level 6 (NQF Level 7 and above will be an advantage) in Accounting Finance or a related field.
- Minimum of 5 years of experience in financial reporting or accounting, preferably within a municipal or public sector environment.
- Strong knowledge of accounting principles and financial reporting standards. (GRAP)
- Experience within financial statement preparation and external audits.
- Proficiency in accounting software (CaseWare), MS Office and Excel.
- Strong analytical and problem-solving skills.
- Attention to detail and accuracy.
- Ability to work under pressure and meet deadlines.
- Dept understanding of mSCOA
- Valid Driver's license

**Key Performance Areas:**

- Prepare and analyze financial statements in accordance with applicable accounting standards and regulations.
- Prepare and analyze financial reconciliation against the Trial Bal and General Ledger as per the mSCOA.
- Ensure timely and accurate monthly, quarterly, and annual reporting.

- Coordinate and manage the external audit process, including the preparation of audit schedules and responding to audit queries.
- Maintain and improve financial reporting systems and processes.
- Ensure compliance with the Municipal Finance Management Act (MFMA) and other relevant legislation.
- Provide financial analyses and insights to support decision-making.
- Collaborate with other departments to ensure accurate and timely financial information.
- Prepare and submit statutory returns and reports.

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<b>Post</b>	<b>: Sub Accountant AFS X2</b>
<b>Reference number</b>	<b>: 4/1/2/1/4</b>
<b>Post level</b>	<b>: PL04</b>
<b>Salary</b>	<b>: R 417 514.56 – R 445 292.64 (Excluding benefits)</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

**Minimum requirements:**

- NQF Level 6 in Accounting, Finance, or Related field.
- Minimum of 2 years of experience in financial reporting or accounting, preferably within a municipality or public sector environment.
- Knowledge of accounting principles and financial reporting standards.
- Proficiency in accounting software and MS Office, particularly Excel.
- Strong analytical and problem-solving skills.
- Attention to detail and accuracy.
- Ability to work under pressure and meet deadlines
- Valid Driver's license

**Key performance duties:**

- Assist in the preparation and analysis of financial statements in accordance with applicable accounting standards and regulations.
- Support the timely and accurate monthly, quarterly and financial reporting processes.
- Assist in coordinating and managing the external audit process, including the preparation of audit schedules and responding to audit queries.
- Help maintain and improve financial reporting systems and processes.

- Ensure compliance with the Municipal Finance Management Act (MFMA) and other relevant legislation.
- Provide financial analyses and insights to support decision-making.
- Collaborate with other departments to ensure accurate and timely financial information.
- Assist in preparation and submit statutory returns and reports.

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<b>Post</b>	<b>: SCM Performance &amp; Compliance Practitioner</b>
<b>Reference number</b>	<b>: 4/1/2/1/4</b>
<b>Post level</b>	<b>: PL02</b>
<b>Salary</b>	<b>: R 460 835.76 - R 488 614.08 (excluding benefits)</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

**Minimum Requirements:**

- Grade 12
- National Diploma or bachelor's degree in Supply Chain Management/Finance/Accounting/Commerce/Internal Audit.
- Minimum of 2 years of experience in supply chain management.
- Valid Driver's license

**Key performance areas:**

- Inspect the procurement documentation received from bidders for quotes less than R300,000 to ensure compliance.
- Observe the tender proceedings, to ensure proper processes are being followed and records are maintained.
- Review tender documents to ensure compliance inline with SCM, MFMA and Preferential Procurement Regulations 2022 policy requirements.
- Advice BSC and BEC on complex SCM matters.
- Assist in the implementation of control measures to enhance current processes.
- Assist with the audit process with the internal and external auditors.
- Ensure that SCM registers (open orders, deviations, irregular expenditure, contract and tender register) are prepared and submitted to the SCM Manager timeously.
- Propose enhancements/review of SCM policy and procedures in line with the changes in the National Treasury regulations, instruction notes etc. and ensure the same is implemented.

- Manage all logistical arrangements ensuring proper quality control, specification compliance, monitoring verification deliveries.
- Ensure early detections of irregular, fruitless and wasteful expenditure (IFWE) and report to SCM Manager for review.
- Ensure through compliance check that accurate and completeness of record-keeping of suppliers are up to date.
- Monitor and evaluate supplier utilization and performance.
- Assist with specification reviews to assist with suitable shortlisting of supplier selection from the database.
- Perform declaration of interest checks, National Treasury restricted database and defaulters list for all recommended bidders.
- Track the municipality's specific goals contributions and ensure the integrity of data and documentation of elements.
- Oversee the auctioning/selling redundant/obsolete furniture or/ and equipment.

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<b>Post</b>	<b>: Finance Graduate Intern X5</b>
<b>Reference Number</b>	<b>: 4/1/2/1/4</b>
<b>Salary</b>	<b>: R 120 000 per annum</b>
<b>Conditions of Employment</b>	<b>: Fixed term contract for 3 Years</b>

**Minimum Requirements:**

- Grade 12 plus BCom in Accounting/ National Diploma Accounting/Finance/Internal Audit or equivalent qualification.
- Application must be currently unemployed and resides within Moretele Jurisdiction.

**Key Performance Areas:**

- Performs reconciliations.
- capturing of financial transactions
- Performance financial reports within Budget and Treasury department/ Internal Audit.
- Supply Chain Management
- Assets Management

- Reporting
- Expenditure
- Salaries Unit
- Revenue Management
- Internal Audit

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INFRASTRUCTURE DEVELOPMENT SERVICES**

**Post** : Civil Engineer Technician X2  
**Reference number** : 4/1/2/1/8  
**Salary** : R 678 582.60  
**Conditions of Employment** : Fixed term contract for 5 years

**Minimum Requirements:**

- National Diploma in Civil Engineering
- 5 years of experience in the field of civil engineering.
- Knowledge of local government policies and transcripts.
- A valid driver's license.
- Computer literacy.

**Key Performance Areas:**

- Compiling technical business plans, providing technical support and evaluation of proposed projects in alignment with the respective municipal IDPs, and regional and provincial growth development plans.
- Project-manage the Labour-intensive projects in line with the EPWP framework and related reporting requirements.
- Project-manage other capital projects in accordance with quality criteria and national guidelines applicable to the industry.
- Arrange regular project progress meetings.
- Ensure compliance with all legal aspects and conditions required from the different spheres of government.
- Conduct site visits/meetings to ensure compliance with business plan conditions.

- Manage cash flows and committed projects expenditure.
- Verify payment certificates and preparation of monthly payment schedule documentation.
- Maintain project performance data on national database.
- Assist with other related municipal infrastructure programmes.
- Capturing on the MIG-MIS.

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<b>Post</b>	<b>: Multi-Skilled Operator</b>
<b>Reference number</b>	<b>: 4/1/2/1/8</b>
<b>Post level</b>	<b>: PL06</b>
<b>Salary</b>	<b>: R 342 932.16 – R 356 821.32 (Excluding benefits)</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

**Minimum Requirements:**

- Grade 12
- Minimum of 3 years of experience in operating heavy machinery in construction or related industry.
- Experience of road construction will be added advantage.
- Valid driver's license Code 14 with PDP
- Certificate of operating machines e.g. Roller will be added advantage.

**Key Performance Areas:**

- Operate variety of heavy machines e.g. Low bed trailer truck, roller, watercart etc.
- Assist with maintenance support by reporting defects and breakdowns of the machines.
- Work with various stakeholders on road maintenance.
- Perform road maintenance on community roads.
- Work closely with other operators on performing tasks.

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**Post** : Water Tanker Operator  
**Reference number** : 4/1/2/1/8  
**Post level** : 06  
**Salary** : 342 932.16 – R 356 821.32 (Excluding benefits)  
**Conditions of Employment** : Permanent

**Minimum Requirements:**

- Minimum of grade 8
- Minimum of 2 years of experience as a heavy-duty driver.
- Valid driver's license code 14
- Residing in MLM will be added as an advantage.

**Key Performance Areas:**

- Safely operate a water tanker truck.
- Deliver water around Moretele Local Municipality areas.
- Maintain accurate and up to date schedule for trip sheets and logbooks.
- Inspecting vehicles for mechanical issues
- Adhering to traffic laws
- Report incidents and accidents timeously and compile truck condition reports and other records required by management.
- Truck drivers liaise with their phones, and it is important that they stay in touch with their supervisors while they are doing their duties.

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LED & PLANNING**

**Post** : Professional Land Surveyor  
**Reference number** : 4/1/2/1/6  
**Post level** : PL02  
**Salary** : R 460 835.76 - R 488 614.08 (excluding benefits)  
**Conditions of Employment** : Permanent

### Minimum Requirements:

- Degree in Land Surveying, Geomatics, or related field.
- Registration with SAGC as a professional Land Surveyor.
- Minimum of 3 years of experience in land surveying in a municipality.
- Mathematical skills for calculations and data analysis.
- Ability to communicate effectively with colleagues, clients, and other professionals.

### Key Performance Areas:

- Defining and verifying cadastral boundaries for legal documentation and ownership purposes. This involves tasks like subdivisions, consolidation, township establishments, farm surveys, servitudes and boundary relocation.
- Providing data on land contours, elevations, and boundaries for the design and construction of roads, buildings, and other infrastructure.
- Creating maps, plans, and digital models using surveying instruments, GPS, and GIS software.
- Procuring and maintaining surveying instruments and equipment.
- Ensuring compliance with land surveying regulations and standards and assisting with boundary dispute resolutions.
- Create land audit reports.
- Managing and monitoring survey projects from start to finish, including budget management and reporting.
- Working with engineers, architects, and other professionals on projects.
- Communicating findings to relevant stakeholders.
- Handle all submissions to the Surveyor General's office on behalf of the municipality

### ADVERTISEMENT OFFICE OF THE MUNICIPAL MANAGER

<b>Post</b>	<b>: Internal Communications Officer</b>
<b>Reference number</b>	<b>: 4/1/2/1/3</b>
<b>Post level</b>	<b>: PL03</b>
<b>Salary</b>	<b>: R 444 139.92 – R 471 918.00 (Excluding benefits)</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

### **Minimum Requirements:**

- Matric & Higher Certificate, N streams/Diploma/National Diploma in Multimedia/ICT/Communications/Public Relations/Local Government or equivalent and/or proven experience in Municipal Internal Communications environment.
- Minimum Two (2-3) years' practical experience in local government communications,
- A strong educational background, data analysis skills, communication abilities and the ability to work collaboratively and ethically, high confidentiality
- Valid Code C1 Driver's License

### **Key Performance Areas:**

- Coordinate External and Internal Communications
- Manage municipal social media platforms
- Assist in organizing events and stakeholder engagement activities
- Promote positive municipal image through media and public relations
- Design basic communication and promotional materials using graphic design tools
- convey information and ideas effectively through a variety of media to individuals or groups that attract and retain their attention and ensure understanding of the message.

Applications Forms clearly indicating the position that you are applying for, accompanied by a comprehensive CV, copies of qualifications, ID and must be hand delivered to:

Municipal Offices, 4065B, Mathibestad Or sent by post to: The Human Resource Directorate, Private Bag X367 MAKAPANSTAD 0404. All Enquiries related to this position should be directed to the Human Resources Manager at (012) 716 1319/ 1313. Contact person: Mr. Jerry Mabasa.

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

Closing date: 10 September 2025