



# JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

## FLEET MECHANIC

Salary Level: Task Level T9  
(R207 533,46 - R269 397,36)

### Minimum Requirements:

- N3 Certificate in Mechanical Engineering Field or equivalent
- ASE Diesel Certification will be an added advantage
- Aptitude for mathematics and science.
- Advanced knowledge of diesel engine components.
- Good IT and diagnostic skills.
- Physically fit and able to lift heavy objects.
- Proficiency with maintenance and repair tools.
- Attention to detail.
- Good interpersonal skills.
- Excellent verbal communication skills.
- Good organization skills.
- Valid Drivers' License.

### Duties and Responsibilities:

- Running diagnostic tests on vehicles.
- Analyzing diagnostic test results.
- Replacing vehicle engines, steering mechanisms, transmissions and braking systems.
- Checking vehicle lighting systems.
- Test driving vehicles to gauge performance.
- Performing preventative maintenance on service trucks.
- Maintaining detailed records of serviced vehicles.
- Adhering to an inspection procedure checklist.
- Maintaining a parts inventory.
- Ensuring the cleanliness of the workshop.

## DEPARTMENT: COMMUNITY SERVICES

## MANAGER ENVIRONMENTAL SERVICES

Salary Level: Task Level T15  
(R475 958,27 – R617 808,78).

### Minimum Requirements:

- Bachelor's Degree or National Diploma in Environmental Sciences/Management or Environmental Engineering.
- 2-3 Years previous supervisory experience in environmental services specifically in Environmental compliance and enforcement.
- Knowledge of appropriate legislation in respect of environmental compliance monitoring enforcement and Air Quality management with distinct focus on the implementation of the National Environmental: Air Quality Act 39 of 2004.
- Possession of certificate in Hazardous materials management.
- Affiliation with any Environmental professional bodies
- Valid Drivers' License.

### Duties and Responsibilities:

- Undertake routine inspections and ensure compliance by industries with environmental management legislation and standards,
- Investigation environmental crimes and institute appropriate enforcement actions,
- Exercise administrative powers, such as issuing of compliance notices,
- Work closely with the SAPS in investigating of environmental crimes,
- Work closely with the National Prosecuting Authority (NPA) to ensure successful prosecution of offenders,
- Process and respond to environmental incidents reported to the municipality,
- Review air quality compliance reports submitted by industries together with the District municipality,
- Liaison with other agencies in inspection and monitoring of the environment,
- Review Environmental Impact Assessment (EIA) and environmental Audit reports to enhance compliance monitoring and enforcement,
- Conduct Environmental awareness campaigns within the municipality,

- Co-ordinate handling processes of hazardous materials,
- Develop and implement environmental by-laws.

## SUPERINTENDENT (TESTING AND LICENSING)

Salary Level: Task Level T12  
(R325 663,15 - R422 728,75)

### Minimum Requirements:

- Traffic Diploma, Qualified examiner of driver's license with Grade-A
- 3 - 5 years relevant experience
- Knowledge of eNatis system and registered as eNatis user.
- Registered Traffic Officer.
- Sound and good knowledge of traffic law enforcement.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Manage and control the provision of administrative traffic and licensing services through the implementation of legislation, policies, procedures and systems.
- Ensure compliance to relevant traffic and licensing legislations and guidelines and management of critical interventions and applications.
- Provide strategic legal and statutory advice and support with respect to specific traffic and licensing functional areas to council.
- Control the operational dimensions and outcomes ensuring that traffic and licensing priorities are adequately addressed and attended to.
- Ensure that all key functional areas are aligned towards sustaining and improving the efficiencies of traffic and licensing department.
- Manage the budget of the traffic and licensing Department.
- Effective management of all licensing and testing centers.
- Manage records to ensure compliance with the National Road Traffic Act and the National Archives Act.
- Oversee management and security of the licensing and registering authorities in the municipality.
- Develop and maintain of traffic management guidelines documentation.
- Creating and managing traffic using various traffic management software.
- Develop and implement internal traffic management processes and systems.
- Enforce adherence to work-flow processes and deadlines.
- Provide support in the implementation and monitoring of Traffic Disaster Management Plans.

## DISASTER MANAGEMENT CO-ORDINATOR

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41)

### Minimum Requirements:

- National Diploma in Disaster Management or equivalent.
- 3 years relevant experience.
- Required to be on standby and work in all weather conditions.
- Required to work outside working hours during emergencies and planned overtime.
- Ability to meet deadlines and perform under pressure.
- Must be mentally and physically fit
- Must have capability to operate under extreme hazardous and traumatic conditions
- Knowledge of Disaster Management Act
- Knowledge of Fire Brigade Services Act
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Coordinate disaster management activities within the municipality
- Visit and assess sites and households affected by disaster and compile report for intervention
- Liaise with the district municipality and relevant departments and stakeholders regarding disaster management related matters
- Develop, guide, review and implement disaster management strategy plan
- Develop, coordinate, and integrate disaster management contingency plan in order to ensure that the municipality reacts appropriately in cases of disasters.
- Assess the municipality's disaster risks and probabilities and develop contingency plans to manage disaster.
- Facilitate and coordinate the integration of various stakeholders' inputs into an integrated strategic response to disaster management within the municipality.
- Coordinate the interface between the municipality and all relevant stakeholders during disaster management operations.

**BENEFITS:** As applicable for local government employees.

Applications in the form of Curriculum Vitae, covering letter and certified copies of certificates must reach the office on or before Monday, 07th March 2022. No facsimile will be accepted. Applications must clearly specify the post applied for, and be forwarded to the attention of:

**The Municipal Manager  
Joe Morolong Local Municipality  
Private Bag X117  
Mothibistad  
8474**

Further information can be obtained from Mr T.J Gopetse:  
Director Corporate Services @  
Tel: (053) 773 9300 or  
082 820 1559.

If you do not hear from us within three weeks after closing date, please consider your application as unsuccessful.

**TM Tlhoale  
Municipal Manager**



**Joe Morolong Local Municipality is  
an equal opportunity and  
affirmative action employer**



## JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

### MANAGER ROADS AND STORM WATER

**Salary Level: Task Level T15  
(R475 958,27 - R617 808,78)**

#### Minimum Requirements:

- Bachelor's Degree in Civil Engineering or equivalent
- Knowledge of relevant legislative framework and generally accepted practice
- 3 years's experience at middle management in engineering field of which 2 year's should be in government environment
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

#### Duties and Responsibilities:

- Management and maintenance of roads and storm water plans, programme and associated work.
- Develop and implement maintenance plans for municipal road networks.
- Develop and implement procedures, systems and controls for the road functions.
- Regulate specific work sequences and general practices/processes as appropriate to the functional area.
- Evaluate functionality of operating plant and equipment.
- Complete internal transactional documentation (e.g. Daily sheets, log sheet, progress report, etc.) and related forms (vehicle checklist).
- Monitor and supervise activities of staff to ensure that work is performed according to work plan, job-cards and ad-hoc instructions received from supervisor and reports on activities performed.
- Controlling the utilization of materials (Sand, stone, crusher run, etc.) and discharging / offloading required quantities and materials for repair of reconstruction work.

### MANAGER WATER AND SANITATION

**Salary Level: Task Level T15  
(R475 958,27 - R617 808,78)**

#### Minimum Requirements:

- Bachelor's Degree in Civil Engineering or equivalent
- Knowledge of relevant legislative framework and generally accepted practice
- 3 years' experience at middle management in engineering field of which 2 years should be in government environment
- Ability to meet deadlines and preform under pressure
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

#### Duties and Responsibilities:

- Management and maintenance of water & sanitation plans, programme and associated work.
- Develop and implement plans to ensure effective provision of water and sanitation services.
- Operate and maintain plants in accordance with operational requirements.
- Develop and implement procedures, systems and controls for the functions.
- Regulate specific work sequences and general practices/processes as appropriate to the functional area, Evaluate functionality of operating plant and equipment.
- Develop plans, systems and procedures through perusal and inspection checklist, service records and registers with a view to identifying risks, deviations systems and the availability of alternative course of action/corrective measures.
- Co-ordinate, monitor and control water and sanitation repair and construction work at specific sites.
- Manage and control the utilization of stock items and materials (pipes, motors, valves, etc.) and discharging / offloading required quantities of materials for repair or reconstruction work.

### ELECTRICIAN

**Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).**

#### Minimum Requirements:

- Diploma / N6 Certificate in Electrical Engineering plus Trade Test or equivalent
- Minimum of 3 years' relevant experience
- Ability to meet deadlines and perform under pressure.
- Valid Drivers' License

#### Duties and Responsibilities:

- Conduct preventative maintenance activities and fault finding on electrical systems components.
- Diagnose causes of electrical problems and failures and undertake repairs.
- Install and repair electrical systems components (e.g. lighting, electrical panels and pumps, switches, circuits, distribution boards, timers, street lights, high mast lights, etc) for purpose of providing enhanced and/or upgraded electrical capabilities.
- Repair electrical components and/or systems (e.g. Water and Sewer Motors and panels, circuits, transformers, generators, compressors, switches, MV "Medium Voltage" and LV "Low Voltage" Network, construction of network, etc) for the purpose of ensuring a safe working condition.

### SUPERINTENDENT: O & M WATER SERVICES

**Salary Level: Task Level T12  
(R325 663,15 - R422 728,75).**

#### Minimum Requirements:

- National Diploma in Civil Engineering or equivalent
- 3 - 5 years experience in a public water or wastewater related field, of which at least two (2) of those years must have been in a supervisory capacity
- Ability to meet deadlines and perform under pressure.
- Valid Drivers' License

#### Duties and Responsibilities:

- Co-ordinate tasks / activities associated with general maintenance and repair of the Water and Wastewater Reticulation network.
- Assessing the acceptability of procedures, systems and controls associated with vehicle, plant, equipment and material availability and utilisation.
- Continuously investigating and inspecting reticulation networks for defects / structural failures and maintenance requirements.
- Initiate and participate in operational Section meetings.
- Plans and prioritises predictive maintenance programs and projects.
- Perform regular asset verification of property, plant and equipment.
- Ensure compliance with applicable legislation.
- Respond to urgent / unscheduled work requests.
- Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).
- Attends and controls outcomes associated with utilization, productivity and performance of personnel.
- Coordinate and attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.

### SENIOR PROCESS CONTROLLER (Hotazel)

**Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).**

#### Minimum Requirements:

- National Diploma in Civil / Chemical Engineering or equivalent.
- Knowledge and experience in water and wastewater treatment.

- Minimum of 3 years' experience gained in portable water, treatment and waste treatment environment.
- Must be willing to work overtime and on standby.
- Ability to operate IRIS system will be an added advantage.
- Knowledge of hydraulics, valves, pumps and motors.
- Registered or eligible to register as a Class V process controller with Department of Water Affairs.
- Valid Drivers' License,

#### Duties and Responsibilities:

- Conduct routine inspections of plant and equipment, assessing plant condition and the status of predictive and planned maintenance interventions, reporting breakdowns and/or communicating urgent repair work necessary to restore functionality.
- Coordinate, monitors and evaluates the technical requirements of the work.
- Ensure the implementation and assurance of health, safety and environment system.
- Ensure that the plant meet the Green Drop requirements.
- Supervise and operate wastewater treatment works, including monitoring and implementing procedures, establishing resource requirements, scheduling maintenance programs.
- Monitor and attend to deviations in productivity, performance, administrative, information reporting requirements and maintenance records.
- Evaluate and correct deviations or non-compliance with safety and standard operating procedures
- Monitor stock movement and attending to the replenishment of chemical and other stock items for the operations at specific site or locations.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### CLUSTER SUPERVISOR (OPERATION & MAINTENANCE) x 2 ( HEUNINGVLEI (1), CHURCHILL (1) )

**Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).**

#### Minimum Requirements:

- N4 Certificate in Engineering Field or equivalent
- 2 years' experience in engineering field.
- Valid Drivers' License.

#### Duties and Responsibilities:

- Ensure the implementation and assurance of health, safety and environment system.
- Must be able to demonstrate knowledge of hydraulics, valve, pumps and motors.
- Coordinating the department's operations maintenance through the implementation of procedures, applications systems and controls to facilitate the Municipality with regard to efficient and cost- effective service delivery.
- Capable to propose technical methodology.
- Capable of coordinating meetings.
- Coordinating and controlling the tasks/activities of personnel and allocating outcomes to ensure that personnel are capacitated and capable of performing at acceptable levels, deviations addressed and corrective measures implemented to sustain productivity and efficiency.
- Performing specific activities associated with administration and reporting functions to ensure that administrative sequences dictating reporting requirements and approval procedures are complied with verifying compliance with water and wastewater regulations.
- Monitoring and implementing procedures establishing resource requirement, scheduling, and maintenance programs.
- Monitor, attend to deviation in productivity, performing.





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Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

## OFFICER INDIGENT

**Salary Level : Task Level T10  
(R233 650,08 - R303 294,41)**

### Minimum Requirements:

- Bachelor's Degree or National Diploma in Accounting or equivalent
- Computer literacy.
- One (1) year appropriate experience.
- Ability to work independently.
- Accurate and ability to give attention to details.
- Good interpersonal and communication skills.
- Valid Drivers' License.

### Duties and Responsibilities:

- Capturing of all applications in the indigent register.
- Reviewing of the eligibility of all applications through the application of the indigent policy of council.
- Updating the financial system with indigent information
- Submission of application for free basic electricity to Eskom for further processing.
- Continuous updating of the indigent register as per council policy.
- Receive and process all enquiries by the community.
- Filing of documents for ease retrieval when required.
- Ensure that registers are kept per Ward for indigents and that they are balancing.
- Ensure that indigent applications are processed on the financial system.
- Preparedness to work overtime and outside normal working hours.

## SUPPLY CHAIN MANAGEMENT OFFICERS x 2 ( ACQUISITIONS (1) , CONTRACT (1)

**Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).**

### Minimum Requirements:

- Bachelor's Degree or National Diploma in Commerce/ Purchasing/ Supply Chain Management or equivalent
- 2 years relevant experience in municipal environment
- Computer literate
- Excellent organisational and administrative abilities
- High level of ethical conduct
- A high level of discipline, responsibility, confidentiality and accuracy is required
- Good communication and analytic skills.

### Duties and Responsibilities:

- Control and performs tasks/ activities with the application of specific Supply Chain Management procedures associated with the procuring of products and/or specific services.
- Applying appropriate procedures and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers.
- Expediting orders by applying the appropriate processes to create procurement orders
- Perform supplier audits and evaluations by interacting with suppliers/ vendors and evaluates and determines conformity with Supply Chain Management Policy and Guidelines and the Central Supplier Database.
- Maintains a sound relationship with service providers/ vendors and contractors
- Communicating and interacting with officials from user-departments in respect of specific requirements and priorities
- Processing of procurement requisitions on the Financial Management Systems
- Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
- Keep abreast of latest legislative changes, developments and emerging trends in the profession

## FINANCE/ INTERNAL AUDIT INTERNS x 7

**Internship: Financial Management x 7  
(2 Years Fixed Term Contract)  
Salary Level: R100 000.00 per annum**

### Minimum Requirements:

- Bachelors' Degree or National Diploma in Accounting/ Financial Management or Auditing or equivalent
- Effective computer, communication, and interpersonal skills.

### Duties and Responsibilities:

- Perform specific tasks/ activities associated with the processing and updating information with respect to specific Accounts.
- Checking and verifying source payment documentation.
- Co-ordinate the recording and processing procedures of accounting transaction.
- Maintain registers and access records of transactions, instructions, and correspondence.
- Render support service to functions in the department.
- Co-ordinate and control sequence associated with the verification and provision of information.
- Deal with finance enquiries perform specific procedures associated with receipting, reconciliation and posting transactional data

## DEPARTMENT: PLANNING AND DEVELOPMENT

### JUNIOR TOWN PLANNER

**Salary Level: Task Level T12  
(R325 663,15 - R422 728,75)**

### Minimum Requirements:

- Bachelor's Degree or National Diploma in Town and Regional Planning
- 1-2 Years' relevant experience
- Registration with South African Council for Planners as a Technical Planner or in the process to register (Candidates will be evaluated based on the relevant certified proof submitted)
- Sound knowledge of Town Planning Legislation, Local Government legislation and GIS Legislation.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Coordinate, report and advise on development planning issues and be able to deal with public queries.
- Assess statutory and development application in relevant to Land Use Management principles.
- Provide professional and technical advice on development planning matters.
- Assist with the coordination of all spatial planning matters within municipal area with the assistance of the Manager: Housing and Planning and Town Planner.
- Provide assistance towards the formulation and review of section plans, i.e. Land Use Management Schemes, Spatial Development Frameworks any other related Municipal Plans.
- Assess compliance with specific town planning regulations and undertake site inspections to ensure compliance with developments in both Urban and Rural contexts.

## MANAGER IDP/PMS

**Salary Level: Task Level T14  
(R412 813,44 - R535 877,06)**

### Minimum Requirements:

- Bachelor's Degree in Development/Planning Studies, or equivalent.
- 3 – 5 years relevant experience.
- Relevant post graduate qualification will be an added advantage.
- Experience in working with community structures.
- Excellent interpersonal, leadership, coordination, organizational and facilitation skills.
- Ability to provide strategic and innovative leadership

- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Develop and direct implementation of IDP and PMS plans and/or programs to ensure the effective utilization of resources to support Joe Morolong Local Municipality's objectives.
- Recommend future IDP development goals to ensure the most effective utilization of resources and the continuous improvement of service delivery, in support of the Municipality's objectives.
- Develop, promote, and facilitate effective focused and well-organized industrial development and vitality of the Municipality
- Serve as the Municipality's liaison to the business community, sector departments building and maintaining effective relationship with all relevant stakeholders
- Research and attract external investments both local and national into the community and focused on the developing effective relationship therein
- Work closely with IDP office in the district.
- Often convene workshops to the check on the progress made by community structures and sector departments and report to supervisor.

## DEPARTMENT: TECHNICAL SERVICES

### DEPUTY TECHNICAL DIRECTOR

**Salary Level: Task Level T18  
(R746 897,48 - R969 541,11)**

### Minimum Requirements:

- Bachelor's Degree in Civil Engineering or equivalent.
- Knowledge of relevant legislation, including Constitution, Municipal Finance Management Act, Municipal Systems Act, and Municipal Structures Act.
- 5 years' experience at middle management in engineering field of which 3 years should be in government environment
- Ability to provide strategic and innovative leadership
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Certificate of competency as recognized in terms of the General Machinery Regulations, 1988. Registration with a recognized relevant engineering professional body, will be an added advantage.
- Valid Drivers' License.

### Duties and Responsibilities:

- Develop policies, procedures, and guidelines to be utilized by the directorate with regard to infrastructure development and maintenance.
- Responsible for planning, data analysis and capturing, surveying, levelling and construction supervision and site inspection.
- Responsible for provision and co-ordination of electricity, roads, water and sanitation services.
- Monitor and control budget to administer the grant funds to ensure project compliance with all applicable legislation and conditions attached to it.
- Manage the provisioning and administering of project management and building control services.
- Manage the provisioning and control of civil engineering and solid waste management services.
- Manage the provisioning and control of electrical engineering services.
- Manage the administering and application of technical related GIS processes.
- Support and advise the Municipal Manager and Council.
- Manage and improve departmental administrative functions.
- Develop and implement council policies and strategies.
- Ensure legislative compliance of relevance to the directorate.
- Ensure community participation on matters of governance.



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### ASSISTANT MANAGER BUDGET & REPORTING

**Salary Level: Task Level T12  
(R325 663,15 - R422 728,75).**

#### Minimum Requirements:

- Bachelors' Degree or National Diploma in Accounting or equivalent
- Minimum of 2-3 years' budgeting experience in local government.
- Computer literacy.
- Candidate must demonstrate sound and good customer care.
- Certificate in MFMP/CPMD will be an added advantage.

#### Duties and Responsibilities:

- Assist the Budget unit in compiling the municipal budget in a prescribed format.
- Prepare and administrate the municipal budget according to municipal cycle.
- Coordinate the departmental budgets into one municipal budget.
- Monitor and implement virement of budget votes.
- Prepare all reporting according to National Treasury requirements.
- Ensure the submission of the municipal budget to National Treasury in accordance with legislation.
- Prepare monthly budget reports and National Treasury returns.
- Ensure compliance with legislation.
- Advice departments regarding their expenditure patterns.

### ASSETS MANAGEMENT ACCOUNTANT

**Salary Level: Task Level T12  
(R325 663,15 - R422 728,75).**

#### Minimum Requirements:

- Bachelors' Degree in Accounting or National Diploma in Accounting or equivalent
- Computer literacy in MS Office
- 3 years relevant experience
- Good knowledge and understanding of relevant legislation,
- Knowledge of the GRAP and Accounting policies applicable to assets
- Ability to pay attention to detail,
- Negotiation skills, Interpersonal and communication skills.
- Valid Drivers' License.

#### Duties and Responsibilities:

- Asset monitoring and reporting by preparing monthly, quarterly, and other reports that measure the implementation progress and deadlines against the asset management plan.
- Coordinate and facilitate the asset acquisition, replacement and disposal processes.
- Analyse the asset acquisition, replacement operations, maintenance, disposal decisions and proposals.
- Safeguarding the assets from inappropriate loss including appropriate control over the physical access to these assets.
- Ensuring that proper procedures for the movement assets from one user to another for maintenance or disposals outside the Municipality are in place and enforced.
- Implementation of sound internal controls supporting the asset management function.
- Update the Asset Register to ensure that they accurately reflect the asset management system and that they are available for used for.
- Maintains all capital asset records and depreciation schedules.
- Perform physical asset verification and submit reports.
- Reconciles assigned general ledger accounts relating to asset management on a regular basis.
- Assists in preparation of asset register year-end audit file.

### ASSETS MANAGEMENT OFFICER

**Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).**

#### Minimum Requirements:

- Bachelors' Degree or National Diploma in Accounting/

Financial Management / Management Accounting or equivalent

- 2 years' relevant experience
- A thorough understanding of relevant and applicable legislative and regulatory framework.
- Knowledge of the GRAP and Accounting policies applicable to assets
- A good understanding of asset management as well as policies to safeguard, maintain, dispose the assets.
- Computer Literacy.
- Valid Drivers' License.

#### Duties and Responsibilities:

- Coordinate and facilitate the asset acquisition, replacement and disposal processes.
- Analyse the asset acquisition, replacement operations, maintenance, disposal decisions and proposals.
- Safeguarding the assets from inappropriate loss including appropriate control over the physical access to these assets.
- Ensuring that proper procedures for the movement assets from one user to another for maintenance or disposals outside the Municipality are in place and enforced.
- Implementation of sound internal controls supporting the asset management function.
- Updating the Asset Management System with detailed information relating to all Municipal Assets.
- Update the Asset Register to ensure that they accurately reflect in the asset management system,
- Perform physical verifications of asset and compile report thereof.
- Prepare the moveable inventory sheets for each assets in the office.
- Reporting on performance of assets.
- Maintains all capital asset records and depreciation schedules.
- Assists in preparation of asset register year-end audit file.

### PAYROLL OFFICER

**Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).**

#### Minimum Requirements:

- Bachelor's Degree or National Diploma in Accounting coupled with relevant experience, preferably in a Local Government environment.
- Computer Literacy is a pre-requisite.
- Excellent interpersonal and communication skills.
- Office administration.
- Communication and writing skills.
- Ability to meet deadlines and perform under pressure.
- Energetic and able to initiate action.

#### Duties and Responsibilities:

- Prepare schedules for posting and depositing to ensure accurate and effective deduction.
- Process salary input to calculate and pay monthly salaries and deductions.
- Attend to queries relating salaries and wages to assist in the resolving any related queries.
- Responsible for changes on master file and payment of non-recurring allowance and deductions.
- Verifying the employees and councilors banking details on the payroll system.
- Ensure that unclaimed wages are paid back to Council and that they are recorded in the unclaimed wage register.
- Compile and reconcile third party payment schedules monthly.
- Responsible for general payroll administration.

### OFFICER: CREDIT CONTROL & DEBTOR COLLECTION

**Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).**

#### Minimum Requirements:

- Bachelor's Degree or National Diploma in Accounting or equivalent

- 3 years relevant experience
- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed will be an added advantage
- Computer literacy
- Proficiency in at least 2 or 3 official languages.
- Good management, human relations, interpersonal and communication skills and analytical skills,
- Ability to give attention to detail
- High level of responsibility
- Ability to work under pressure
- Valid Drivers' License.

#### Duties and Responsibilities:

- Ensure effective and efficient implementation of the Credit Control & Debt Collection policy and procedure of Council,
- Implement credit control and Debt collection by-laws,
- Communicating with respective internal and external role players
- Advise and report to the Revenue Manager with regards to special debt collection initiatives,
- Responsible for the Performance Management of debt collection ratios and targets,
- Compile write-off and debt collection schedules in accordance with laid down procedures and policy,
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality,
- Keeping abreast of developments, emerging trends and latest technologies in the profession
- Compile report on debt collection and update debtors information on the system.

### OFFICER: PROPERTY RATES, WATER AND ELECTRICITY SERVICES

**Salary Level: Task Level T10  
(R233 650,08 - R303 294,41)**

#### Minimum Requirements:

- Bachelor's Degree or National Diploma in Accounting or equivalent
- 2 years' experience in a property rates section of a Municipality.
- Computer literacy
- Proficiency in at least 2 or 3 official languages.
- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed will be an added advantage
- Appropriate knowledge of the Municipal Property Rates Act, No.6 of 2004.
- Good management, human relations, interpersonal and communication skills.
- Sound knowledge of the standards of Generally Recognised Accounting Practice (GRAP).
- Ability to give attention to detail.
- Ability to work under pressure.
- Valid Driver's License.

#### Duties and Responsibilities:

- Coordinate, control and administer billing, rates and taxes and property valuations in accordance with legislative prescripts.
- Accurate levying of fixed municipal rates and taxes according to Council's Policies and By-Laws.
- Control and ensure the monthly reconciliation of rates and valuations.
- Issue clearance certificates.
- Administer valuations in accordance with legislative prescripts; valuation roll, consultation, objections, administrative support regarding valuation process, supplementary valuations, financial procedures regarding property valuations, property register and liaison with Municipal Valuers.
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
- Keep abreast of legislative changes and emerging trends in the profession.





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### ASSISTANT MANAGER BUDGET & REPORTING

**Salary Level: Task Level T12  
(R325 663,15 - R422 728,75).**

#### Minimum Requirements:

- Bachelors' Degree or National Diploma in Accounting or equivalent
- Minimum of 2-3 years' budgeting experience in local government.
- Computer literacy.
- Candidate must demonstrate sound and good customer care.
- Certificate in MFMP/CPMD will be an added advantage.

#### Duties and Responsibilities:

- Assist the Budget unit in compiling the municipal budget in a prescribed format.
- Prepare and administrate the municipal budget according to municipal cycle.
- Coordinate the departmental budgets into one municipal budget.
- Monitor and implement virement of budget votes.
- Prepare all reporting according to National Treasury requirements.
- Ensure the submission of the municipal budget to National Treasury in accordance with legislation.
- Prepare monthly budget reports and National Treasury returns.
- Ensure compliance with legislation.
- Advice departments regarding their expenditure patterns.

### ASSETS MANAGEMENT ACCOUNTANT

**Salary Level: Task Level T12  
(R325 663,15 - R422 728,75).**

#### Minimum Requirements:

- Bachelors' Degree in Accounting or National Diploma in Accounting or equivalent
- Computer literacy in MS Office
- 3 years relevant experience
- Good knowledge and understanding of relevant legislation,
- Knowledge of the GRAP and Accounting policies applicable to assets
- Ability to pay attention to detail,
- Negotiation skills, Interpersonal and communication skills.
- Valid Drivers' License.

#### Duties and Responsibilities:

- Asset monitoring and reporting by preparing monthly, quarterly, and other reports that measure the implementation progress and deadlines against the asset management plan.
- Coordinate and facilitate the asset acquisition, replacement and disposal processes.
- Analyse the asset acquisition, replacement operations, maintenance, disposal decisions and proposals.
- Safeguarding the assets from inappropriate loss including appropriate control over the physical access to these assets.
- Ensuring that proper procedures for the movement assets from one user to another for maintenance or disposals outside the Municipality are in place and enforced.
- Implementation of sound internal controls supporting the asset management function.
- Update the Asset Register to ensure that they accurately reflect the asset management system and that they are available for used for.
- Maintains all capital asset records and depreciation schedules.
- Perform physical asset verification and submit reports.
- Reconciles assigned general ledger accounts relating to asset management on a regular basis.
- Assists in preparation of asset register year-end audit file.

### ASSETS MANAGEMENT OFFICER

**Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).**

#### Minimum Requirements:

- Bachelors' Degree or National Diploma in Accounting/

- Financial Management / Management Accounting or equivalent
- 2 years' relevant experience
- A thorough understanding of relevant and applicable legislative and regulatory framework.
- Knowledge of the GRAP and Accounting policies applicable to assets
- A good understanding of asset management as well as policies to safeguard, maintain, dispose the assets.
- Computer Literacy.
- Valid Drivers' License.

#### Duties and Responsibilities:

- Coordinate and facilitate the asset acquisition, replacement and disposal processes.
- Analyse the asset acquisition, replacement operations, maintenance, disposal decisions and proposals.
- Safeguarding the assets from inappropriate loss including appropriate control over the physical access to these assets.
- Ensuring that proper procedures for the movement assets from one user to another for maintenance or disposals outside the Municipality are in place and enforced.
- Implementation of sound internal controls supporting the asset management function.
- Updating the Asset Management System with detailed information relating to all Municipal Assets.
- Update the Asset Register to ensure that they accurately reflect in the asset management system,
- Perform physical verifications of asset and compile report thereof.
- Prepare the moveable inventory sheets for each assets in the office.
- Reporting on performance of assets.
- Maintains all capital asset records and depreciation schedules.
- Assists in preparation of asset register year-end audit file.

### PAYROLL OFFICER

**Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).**

#### Minimum Requirements:

- Bachelor's Degree or National Diploma in Accounting coupled with relevant experience, preferably in a Local Government environment.
- Computer Literacy is a pre-requisite.
- Excellent interpersonal and communication skills.
- Office administration.
- Communication and writing skills.
- Ability to meet deadlines and perform under pressure.
- Energetic and able to initiate action.

#### Duties and Responsibilities:

- Prepare schedules for posting and depositing to ensure accurate and effective deduction.
- Process salary input to calculate and pay monthly salaries and deductions.
- Attend to queries relating salaries and wages to assist in the resolving any related queries.
- Responsible for changes on master file and payment of non-recurring allowance and deductions.
- Verifying the employees and councilors banking details on the payroll system.
- Ensure that unclaimed wages are paid back to Council and that they are recorded in the unclaimed wage register.
- Compile and reconcile third party payment schedules monthly.
- Responsible for general payroll administration.

### OFFICER: CREDIT CONTROL & DEBTOR COLLECTION

**Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).**

#### Minimum Requirements:

- Bachelor's Degree or National Diploma in Accounting or equivalent

- 3 years relevant experience
- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed will be an added advantage
- Computer literacy
- Proficiency in at least 2 or 3 official languages.
- Good management, human relations, interpersonal and communication skills and analytical skills,
- Ability to give attention to detail
- High level of responsibility
- Ability to work under pressure
- Valid Drivers' License.

#### Duties and Responsibilities:

- Ensure effective and efficient implementation of the Credit Control & Debt Collection policy and procedure of Council,
- Implement credit control and Debt collection by-laws,
- Communicating with respective internal and external role players
- Advise and report to the Revenue Manager with regards to special debt collection initiatives,
- Responsible for the Performance Management of debt collection ratios and targets,
- Compile write-off and debt collection schedules in accordance with laid down procedures and policy,
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality,
- Keeping abreast of developments, emerging trends and latest technologies in the profession
- Compile report on debt collection and update debtors information on the system.

### OFFICER: PROPERTY RATES, WATER AND ELECTRICITY SERVICES

**Salary Level: Task Level T10  
(R233 650,08 - R303 294,41)**

#### Minimum Requirements:

- Bachelor's Degree or National Diploma in Accounting or equivalent
- 2 years' experience in a property rates section of a Municipality.
- Computer literacy
- Proficiency in at least 2 or 3 official languages.
- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed will be an added advantage
- Appropriate knowledge of the Municipal Property Rates Act, No.6 of 2004.
- Good management, human relations, interpersonal and communication skills.
- Sound knowledge of the standards of Generally Recognised Accounting Practice (GRAP).
- Ability to give attention to detail.
- Ability to work under pressure.
- Valid Driver's License.

#### Duties and Responsibilities:

- Coordinate, control and administer billing, rates and taxes and property valuations in accordance with legislative prescripts.
- Accurate levying of fixed municipal rates and taxes according to Council's Policies and By-Laws.
- Control and ensure the monthly reconciliation of rates and valuations.
- Issue clearance certificates.
- Administer valuations in accordance with legislative prescripts; valuation roll, consultation, objections, administrative support regarding valuation process, supplementary valuations, financial procedures regarding property valuations, property register and liaison with Municipal Valuers.
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
- Keep abreast of legislative changes and emerging trends in the profession.



# JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

## MPAC ADMINISTRATOR

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).

### Minimum Requirements:

- Bachelor's Degree in Law/Public Administration or equivalent
- 3-5 years' experience in the Local Government Environment
- Good understanding of Local Government Legal Prescripts
- Ability to conduct research in various aspects of local government
- Ability to interpret statutes and analyses related documents
- Report writing skills
- Communication skills
- Municipal Financial Competency Certificate will be an added advantage

### Duties and Responsibilities:

- Manage administrative functioning of MPAC
- Conduct research on all delegated functions and report to MPAC
- Analyse Council resolutions relating to MPAC and facilitate execution
- Assist MPAC with preparation of oversight report for submission to Council as legislated
- Interpret legislation as well as Regulations and advise MPAC
- Implement work plan of the MPAC in consultation with the Municipal Manager
- Work closely with the Chairperson for the execution of MPAC functions
- Ensure that MPAC meetings take place as scheduled
- Ensure compliance with all relevant legislation and Regulations
- Liaise with Management on all matters relating to oversight
- Execute any other functions delegated, from time to time, by the Municipal Manager.

## ADMINISTRATOR IN THE OFFICE OF THE SPEAKER

Salary Level: Task Level T9  
(R207 533,46 - R269 397,36)

### Minimum Requirements:

- Grade 12
- At least 1 - 2 years' relevant experience within Local Government.
- Good interpersonal, writing and communication skill.
- Computer Literacy (MS Word, Excel)
- Problem Solving and negotiation skills.
- Attentive to details

### Duties and Responsibilities:

- Plan and coordinate activities in the office of the Speaker
- Management of the Speaker's diary and coordinate all speaker support programmes.
- Facilitate and implement administrative duties assigned to the office of the Speaker.
- Manage resources allocated to the Speaker office.
- Coordinate and supervise functions in the Speakers office.
- Provide administrative support to the Speaker and Councillors.
- Responsible for general office administration procedures e.g., typing, filling, photocopy, facsimile, screening calls, arranging meetings and venues and responsible for all logistical arrangements for the office of the Speaker.

## DEPARTMENT: CORPORATE SERVICES

### MANAGER PERFORMANCE MANAGEMENT SYSTEM

Salary Level: Task Level T15  
(R475 958,27 - R617 808,78)

### Minimum Requirements:

- Bachelor's Degree in Human Resource Management or equivalent.

- At least 3 - 5 years applicable supervisory experience in Employee Performance Management Development System(EPMDS).
- Good analytical skills as well as evaluative judgment based on the analysis of factual and qualitative information in complicated or novel situations.
- Strong communication and diplomacy skills are required to guide, influence, and convince others
- The incumbent must be a team player.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Oversee and manage all activities related to the Performance Management System cycle and manage all communication, sensitization and monitoring of the process to ensure its effectiveness and relevance to the Joe Morolong Local Municipality.
- Design, implement and monitor Performance Management System of the Joe Morolong Local Municipality.
- Co-ordinating and conducting climate surveys to support and create usable relationships in respect of setting and determining relevant performance parameters and dimensions.
- Maintain the Performance Management recordkeeping system, updating files with correspondence and instructional documentation and, accessing relevant information or retrieving records to facilitate audits.
- Lead and manage the Performance Management related issues in the Joe Morolong Local Municipality.

## WEBSITE ADMINISTRATOR

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).

### Minimum Requirements:

- National Diploma in Information Technology
- Microsoft Certified Systems Associate Professional Certificate
- 2-3 Years' experience in Information Technology Technical and System Support, of which at least 1 year must be in government environment.
- Valid Drivers' License

### Duties and Responsibilities:

- Co-ordinate's administration requirement in respect of the software and operating system of user computer.
- Co-ordinations information related to specific key performance areas of functionality.
- Interact with the relevant departments for approval of user access levels to certain applications.
- Setting up parameters to control user access and rights to information and application.
- Attend to configuration and setup of administrator rights to specific software applications.
- Administer system stability and operation.
- Operate and manage security and scalability on server environment.
- Design and develop solutions to complex systems problems.
- Attend to all website administration issues.
- Administering internet, intranet infrastructure and mail servers.
- Setting up monitoring tools and analyses user activity on internet.
- Testing performance and capability of new software.
- Develop and maintain the Municipal website
- Update/upload content to Municipal website.

## DEPARTMENT: BUDGET AND TREASURY OFFICE

### SENIOR MANAGER FINANCIAL CONTROL

Salary Level: Task Level T18  
(R746 897,48 - R969 541,11).

### Minimum Requirements:

- Bachelor's Degree in Accounting or equivalent, coupled with extensive experience, preferably in local government environment.

- Excellent interpersonal and communication skills,
- Office administration,
- Communication and writing skills.
- Ability to meet deadlines and perform under pressure, energetic and able to initiate action.
- Extensive knowledge of Caseware software
- Post-graduate qualification in Accounting field will be an added advantage.
- Valid Drivers' License.

### Duties and Responsibilities:

- To manage the total compilation process for Annual Financial Statements.
- Preparing credible monthly, quarterly, and annual GRAP compliant financial statements.
- Perform monthly audit readiness by coordinating monthly preparation of the audit file for external audit.
- Coordinate and facilitate all internal control procedures associated with the compilation of AFS.
- Coordinate the compilation and update of the GRAP compliant Asset Register.
- Ensure the Ensure completeness of the WIP register.
- Prepare and coordinate the Audit File
- Compile Audit Action Plan and implementation thereof.
- Co-ordinates and controls the application of accounting procedures within the Municipality by attending to the verification, reporting, processing and reconciliation of expenditure accounts, guiding and developing personnel on the processing sequences and controlling the effective implementation of recordkeeping and data management procedures to facilitate recovery/retrieval of accounting information.
- Attend to Audit requests and respond to communication of audit findings.

## MANAGER ASSETS MANAGEMENT

Salary Level: Task Level T15  
(R475 958,27 - R617 808,78)

### Minimum Requirements:

- Bachelor's Degree in Commerce / Accounting or equivalent
- At least 3 years' relevant experience
- Good knowledge and understanding of relevant policy and legislation and ability to pay attention to detail
- Interpersonal and communication skills
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Check for completeness and accuracy of fixed assets sub ledger and month-end closing activities such as account reconciliations, journal entries and adjustments.
- Contribute in the development of the Asset Maintenance Plan.
- Ensure that all assets are insured and damages to assets are claimed on time
- Ensure all assets are recorded and barcoded in the asset register,
- Review reports on physical verification of assets compiled by assets management officer.
- Establish the asset management capability of the organization
- Monitor and review the allocation of assets in accordance with the relevant policy and procedures
- Conduct regular asset condition assessments through the provision of technical advice and data capturing processing services to ensure the outputs of condition assessments are relevant accurate and integrated into the asset management system in a timely.
- Manage capturing of asset information on the inventory list (room list) of the asset holder
- Make follow up on missing assets to ensure that they are accounted for
- Manage the performance of physical asset verification according to prescribed time frames,
- Ensure compliance with Supply Chain Management policies and regulations and manage disposal process.
- Manage the improvement of operational controls as reported on by Internal Audit





# JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

## DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

### MANAGER IN THE OFFICE OF THE MUNICIPAL MANAGER

Salary Level: Task Level T18  
(R746 897,48 - R969 541,11)

#### Minimum Requirements:

- Bachelor's Degree in Public Administration / Business Administration / Commerce / or equivalent qualification.
- Extensive relevant experience of which 2 years must be in a government environment.
- Relevant post-graduate qualification will be an added advantage.
- Knowledge of relevant legislation, including Constitution, Municipal Finance Management Act, Municipal Systems Act, and Municipal Structures Act.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

#### Duties and Responsibilities:

- Manage, coordinate, and lead the team in the Office of the Municipal Manager.
- Oversee the overall administration support and compliance in the Office of the Municipal Manager.
- Develop and ensure implementation of appropriate strategy for the effective management of relationships with all Departments, Corporate and all Stakeholders of the municipality.
- Provide advisory and constituency services to the Municipal Manager.
- Provide comprehensive compliance and enterprise risk management service to the municipality.
- Contribute to the strategic development, direction, and planning of the municipality.
- Always carry out duties and responsibilities of the post in compliance with Municipality's policies and all other legal prescripts.
- Represent the office of the Municipal Manager in strategic stakeholder events/activities.
- Prepare strategic support for Municipal Manager's presentations and speeches.
- Ensure that a positive impression of the Municipality is always maintained.
- Manage the communication and intergovernmental relations of stakeholders.
- Oversee the Municipality's strategic communications activities aimed at mitigating reputational risks and identify key issues in the media landscape and external environment that require proactive responses.
- Advise the Municipal Manager on media responses to protect the reputation of the Municipality.
- Plan, Manage, Control, Coordinate and Execute activities within the Office of the Municipal Manager.
- Undertake any other reasonable management requests, including duties as can be reasonably expected to ensure the smooth running and efficiency of the Office of the Municipal Manager.
- Assist in the compilation of Audit Action Plan and implementation thereof.

### COMMUNICATION OFFICER

Salary Level: Task Level T12  
(R325 663,15 - R422 728,75).

#### Minimum Requirements:

- Bachelor's Degree or Diploma in Communication / Public Relations or equivalent tertiary qualifications
- At least 3 - 5 years' relevant experience of which 3 years must be in government environment
- Knowledge of relevant legislation, including Constitution, Municipal Finance Management Act, Municipal Systems Act, and Municipal Structures Act.
- Ability to meet deadlines and perform under pressure
- Excellent verbal and written communication skills.
- Computer literate (Excel, Word & Power Point)
- Valid Drivers' License

#### Duties and Responsibilities:

- Conduct research on relevant matters of concern by engaging the community members, ward committees and councillors to get accurate and first-hand information.
- Responsible for all communication related matters, public relation and marketing of Joe Morolong Local Municipality.
- Define and promote Joe Morolong Local Municipality branding and identity.
- Undertake marketing and advertising campaigns based on Municipality development strategies.
- Develop and implement publication policy (Internal & External) and facilitate communication practices.
- Responsible for media liaison and press / media statements.
- Responsible for speech writing and editing for the Municipal Manager.
- Responsible for management and maintenance of municipal website content.
- Responsible for management and maintenance of all municipal social media content.
- Development of Public Relations related policies, procedures, practices and structure to ensure consistency.
- Assist and support the Director Corporate Services in the development of Communication channels and motivation of employees.
- Serve on public relations related working groups and sub-committee as required.
- Facilitate relationship and customer service management.
- Ensure the visibility of the Joe Morolong Local Municipality's programmes and projects through communication (print and online media)

### INTERNAL AUDITOR

Salary Level: Task Level T12  
(R325 663,15 - R422 728,75).

#### Minimum Requirements:

- Bachelor's Degree or Diploma in Internal Auditing / Risk Management / Accounting or equivalent.
- At least 2 years' experience in auditing environment.
- Knowledge of relevant legislation, including Constitution, Municipal Finance Management Act, Municipal Systems Act.
- Appreciation of accounting principles and auditing technique is essential.
- Understanding of King III Report, COSO Control Framework and Enterprise Risk Management.
- Knowledge of Team Mate will be an added advantage.
- Possess excellent auditing tools and techniques, problem-solving skills and team player.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

#### Duties and Responsibilities:

- Execute audit procedures and processes for the Joe Morolong Municipality.
- Monitor and evaluate compliance and risk analysis to determine the extent of variation or non-conformance to statutory requirements, policies and procedures.
- Prepare and present comments and opinions and provide guidance on the interpretation of principles to enable re-alignment of Duties and Responsibilities.
- Ensure that activities of Municipality are conducted and concluded in a credible manner.
- Compile monthly unit plans and reports.
- Ensure that the internal annual audit plan is fully implemented.
- Ensure that the Internal Audit unit provides a value-added service to the Municipality
- Execute all duties as assigned by the Accounting Officer, Council and Audit Committee.

### CHIEF RISK OFFICER

Salary Level: Task Level T14  
(R412 813,44 - R535 877,06)

#### Minimum Requirements:

- Bachelor's Degree in Risk Management / Auditing or

equivalent.

- At least 3 - 5 years applicable experience in Risk Management.
- Knowledge of relevant legislation, including Constitution, Municipal Finance Management Act, Municipal Systems Act, and Municipal Structures Act.
- Understanding of accounting principles and auditing technique is essential.
- Understanding of King III Report, COSO Control Framework and Enterprise Risk Management.
- Possess excellent auditing, problem-solving skills and a team player.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

#### Duties and Responsibilities:

- Develop and implement the Municipality's Risk Management framework and strategy.
- Develop, implement, and revise the Municipality's Risk Management policies and procedures.
- Monitor and evaluate the effectiveness and efficiency of the risk management framework and embedded practices.
- Develop / review appropriate risk methodologies for the municipality.
- Facilitate and coordinate risk identification and assessment process.
- Institutionalise and facilitate the embedding of risk management.
- Develop and maintain the Municipality's risk register.
- Evaluate and monitor all risk mitigating projects of the Municipality.
- Report any potential risk to the Audit Committee as well as the Fraud and Risk Management Committee.
- Educate and train the leadership, staff and business associates as to the risk management program, and their respective responsibilities in carrying out the risk management program.
- Lead, facilitate and advise departments in designing risk management programs within their own departments
- Promote the implementation of fraud prevention initiatives.
- Lead, develop and assist management in the implementation of internal control strategies to mitigate fraud.
- Define and deploy fraud prevention and detection techniques and systems.
- Prepare and present reports on forensic audits to senior/ executive management and stakeholders.
- Keep abreast of developments, emerging trends and latest technologies in the profession
- Assist during fraud and corruption investigations
- Continually improve the risk management framework, strategy, protocols and processes.
- Manage the Risk Management function

### WARD COMMITTEE CO-ORDINATOR

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).

#### Minimum Requirements:

- National Diploma in Public Administration or equivalent.
- At least 3 years' experience within Local Government.
- Good interpersonal writing and communication skill.
- Good interpersonal communication skill.
- Computer Literacy (MS Word, Excel)
- Problem Solving and negotiation skill.
- Valid Driver's License.

#### Duties and Responsibilities:

- Facilitation of public participation in relation to ward committees' related matters.
- Establishment and functioning of Ward Committees.
- The rendering of administrative support to Councillors.
- Responsible for the establishment and co-ordination of the Ward Committee System.
- Provide administrative support to Ward Committees.



# JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

## FLEET MECHANIC

Salary Level: Task Level T9  
(R207 533,46 - R269 397,36)

### Minimum Requirements:

- N3 Certificate in Mechanical Engineering Field or equivalent
- ASE Diesel Certification will be an added advantage
- Aptitude for mathematics and science.
- Advanced knowledge of diesel engine components.
- Good IT and diagnostic skills.
- Physically fit and able to lift heavy objects.
- Proficiency with maintenance and repair tools.
- Attention to detail.
- Good interpersonal skills.
- Excellent verbal communication skills.
- Good organization skills.
- Valid Drivers' License.

### Duties and Responsibilities:

- Running diagnostic tests on vehicles.
- Analyzing diagnostic test results.
- Replacing vehicle engines, steering mechanisms, transmissions and braking systems.
- Checking vehicle lighting systems.
- Test driving vehicles to gauge performance.
- Performing preventative maintenance on service trucks.
- Maintaining detailed records of serviced vehicles.
- Adhering to an inspection procedure checklist.
- Maintaining a parts inventory.
- Ensuring the cleanliness of the workshop.

## DEPARTMENT: COMMUNITY SERVICES

## MANAGER ENVIRONMENTAL SERVICES

Salary Level: Task Level T15  
(R475 958,27 – R617 808,78).

### Minimum Requirements:

- Bachelor's Degree or National Diploma in Environmental Sciences/Management or Environmental Engineering.
- 2-3 Years previous supervisory experience in environmental services specifically in Environmental compliance and enforcement.
- Knowledge of appropriate legislation in respect of environmental compliance monitoring enforcement and Air Quality management with distinct focus on the implementation of the National Environmental: Air Quality Act 39 of 2004.
- Possession of certificate in Hazardous materials management.
- Affiliation with any Environmental professional bodies
- Valid Drivers' License.

### Duties and Responsibilities:

- Undertake routine inspections and ensure compliance by industries with environmental management legislation and standards,
- Investigation environmental crimes and institute appropriate enforcement actions,
- Exercise administrative powers, such as issuing of compliance notices,
- Work closely with the SAPS in investigating of environmental crimes,
- Work closely with the National Prosecuting Authority (NPA) to ensure successful prosecution of offenders,
- Process and respond to environmental incidents reported to the municipality,
- Review air quality compliance reports submitted by industries together with the District municipality,
- Liaison with other agencies in inspection and monitoring of the environment,
- Review Environmental Impact Assessment (EIA) and environmental Audit reports to enhance compliance monitoring and enforcement,
- Conduct Environmental awareness campaigns within the municipality,

- Co-ordinate handling processes of hazardous materials,
- Develop and implement environmental by-laws.

## SUPERINTENDENT (TESTING AND LICENSING)

Salary Level: Task Level T12  
(R325 663,15 - R422 728,75)

### Minimum Requirements:

- Traffic Diploma, Qualified examiner of driver's license with Grade-A
- 3 - 5 years relevant experience
- Knowledge of eNatis system and registered as eNatis user.
- Registered Traffic Officer.
- Sound and good knowledge of traffic law enforcement.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Manage and control the provision of administrative traffic and licensing services through the implementation of legislation, policies, procedures and systems.
- Ensure compliance to relevant traffic and licensing legislations and guidelines and management of critical interventions and applications.
- Provide strategic legal and statutory advice and support with respect to specific traffic and licensing functional areas to council.
- Control the operational dimensions and outcomes ensuring that traffic and licensing priorities are adequately addressed and attended to.
- Ensure that all key functional areas are aligned towards sustaining and improving the efficiencies of traffic and licensing department.
- Manage the budget of the traffic and licensing Department.
- Effective management of all licensing and testing centers.
- Manage records to ensure compliance with the National Road Traffic Act and the National Archives Act.
- Oversee management and security of the licensing and registering authorities in the municipality.
- Develop and maintain of traffic management guidelines documentation.
- Creating and managing traffic using various traffic management software.
- Develop and implement internal traffic management processes and systems.
- Enforce adherence to work-flow processes and deadlines.
- Provide support in the implementation and monitoring of Traffic Disaster Management Plans.

## DISASTER MANAGEMENT CO-ORDINATOR

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41)

### Minimum Requirements:

- National Diploma in Disaster Management or equivalent.
- 3 years relevant experience.
- Required to be on standby and work in all weather conditions.
- Required to work outside working hours during emergencies and planned overtime.
- Ability to meet deadlines and perform under pressure.
- Must be mentally and physically fit
- Must have capability to operate under extreme hazardous and traumatic conditions
- Knowledge of Disaster Management Act
- Knowledge of Fire Brigade Services Act
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Coordinate disaster management activities within the municipality
- Visit and assess sites and households affected by disaster and compile report for intervention
- Liaise with the district municipality and relevant departments and stakeholders regarding disaster management related matters
- Develop, guide, review and implement disaster management strategy plan
- Develop, coordinate, and integrate disaster management contingency plan in order to ensure that the municipality reacts appropriately in cases of disasters.
- Assess the municipality's disaster risks and probabilities and develop contingency plans to manage disaster.
- Facilitate and coordinate the integration of various stakeholders' inputs into an integrated strategic response to disaster management within the municipality.
- Coordinate the interface between the municipality and all relevant stakeholders during disaster management operations.

**BENEFITS:** As applicable for local government employees.

Applications in the form of Curriculum Vitae, covering letter and certified copies of certificates must reach the office on or before Monday, 07th March 2022. No facsimile will be accepted. Applications must clearly specify the post applied for, and be forwarded to the attention of:

**The Municipal Manager  
Joe Morolong Local Municipality  
Private Bag X117  
Mothibistad  
8474**

Further information can be obtained from Mr T.J Gopetse:  
Director Corporate Services @  
Tel: (053) 773 9300 or  
082 820 1559.

If you do not hear from us within three weeks after closing date, please consider your application as unsuccessful.

**TM Tlhoale  
Municipal Manager**



**Joe Morolong Local Municipality is  
an equal opportunity and  
affirmative action employer**





# JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

## MPAC ADMINISTRATOR

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).

### Minimum Requirements:

- Bachelor's Degree in Law/Public Administration or equivalent
- 3-5 years' experience in the Local Government Environment
- Good understanding of Local Government Legal Prescripts
- Ability to conduct research in various aspects of local government
- Ability to interpret statutes and analyses related documents
- Report writing skills
- Communication skills
- Municipal Financial Competency Certificate will be an added advantage

### Duties and Responsibilities:

- Manage administrative functioning of MPAC
- Conduct research on all delegated functions and report to MPAC
- Analyse Council resolutions relating to MPAC and facilitate execution
- Assist MPAC with preparation of oversight report for submission to Council as legislated
- Interpret legislation as well as Regulations and advise MPAC
- Implement work plan of the MPAC in consultation with the Municipal Manager
- Work closely with the Chairperson for the execution of MPAC functions
- Ensure that MPAC meetings take place as scheduled
- Ensure compliance with all relevant legislation and Regulations
- Liaise with Management on all matters relating to oversight
- Execute any other functions delegated, from time to time, by the Municipal Manager.

## ADMINISTRATOR IN THE OFFICE OF THE SPEAKER

Salary Level: Task Level T9  
(R207 533,46 - R269 397,36)

### Minimum Requirements:

- Grade 12
- At least 1 - 2 years' relevant experience within Local Government.
- Good interpersonal, writing and communication skill.
- Computer Literacy (MS Word, Excel)
- Problem Solving and negotiation skills.
- Attentive to details

### Duties and Responsibilities:

- Plan and coordinate activities in the office of the Speaker
- Management of the Speaker's diary and coordinate all speaker support programmes.
- Facilitate and implement administrative duties assigned to the office of the Speaker.
- Manage resources allocated to the Speaker office.
- Coordinate and supervise functions in the Speakers office.
- Provide administrative support to the Speaker and Councillors.
- Responsible for general office administration procedures e.g., typing, filling, photocopy, facsimile, screening calls, arranging meetings and venues and responsible for all logistical arrangements for the office of the Speaker.

## DEPARTMENT: CORPORATE SERVICES

### MANAGER PERFORMANCE MANAGEMENT SYSTEM

Salary Level: Task Level T15  
(R475 958,27 - R617 808,78)

### Minimum Requirements:

- Bachelor's Degree in Human Resource Management or equivalent.

- At least 3 - 5 years applicable supervisory experience in Employee Performance Management Development System (EPMDS).
- Good analytical skills as well as evaluative judgment based on the analysis of factual and qualitative information in complicated or novel situations.
- Strong communication and diplomacy skills are required to guide, influence, and convince others
- The incumbent must be a team player.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Oversee and manage all activities related to the Performance Management System cycle and manage all communication, sensitization and monitoring of the process to ensure its effectiveness and relevance to the Joe Morolong Local Municipality.
- Design, implement and monitor Performance Management System of the Joe Morolong Local Municipality.
- Co-ordinating and conducting climate surveys to support and create usable relationships in respect of setting and determining relevant performance parameters and dimensions.
- Maintain the Performance Management recordkeeping system, updating files with correspondence and instructional documentation and, accessing relevant information or retrieving records to facilitate audits.
- Lead and manage the Performance Management related issues in the Joe Morolong Local Municipality.

## WEBSITE ADMINISTRATOR

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).

### Minimum Requirements:

- National Diploma in Information Technology
- Microsoft Certified Systems Associate Professional Certificate
- 2-3 Years' experience in Information Technology Technical and System Support, of which at least 1 year must be in government environment.
- Valid Drivers' License

### Duties and Responsibilities:

- Co-ordinate's administration requirement in respect of the software and operating system of user computer.
- Co-ordinations information related to specific key performance areas of functionality.
- Interact with the relevant departments for approval of user access levels to certain applications.
- Setting up parameters to control user access and rights to information and application.
- Attend to configuration and setup of administrator rights to specific software applications.
- Administer system stability and operation.
- Operate and manage security and scalability on server environment.
- Design and develop solutions to complex systems problems.
- Attend to all website administration issues.
- Administering internet, intranet infrastructure and mail servers.
- Setting up monitoring tools and analyses user activity on internet.
- Testing performance and capability of new software.
- Develop and maintain the Municipal website
- Update/upload content to Municipal website.

## DEPARTMENT: BUDGET AND TREASURY OFFICE

### SENIOR MANAGER FINANCIAL CONTROL

Salary Level: Task Level T18  
(R746 897,48 - R969 541,11).

### Minimum Requirements:

- Bachelor's Degree in Accounting or equivalent, coupled with extensive experience, preferably in local government environment.

- Excellent interpersonal and communication skills,
- Office administration,
- Communication and writing skills.
- Ability to meet deadlines and perform under pressure, energetic and able to initiate action.
- Extensive knowledge of Caseware software
- Post-graduate qualification in Accounting field will be an added advantage.
- Valid Drivers' License.

### Duties and Responsibilities:

- To manage the total compilation process for Annual Financial Statements.
- Preparing credible monthly, quarterly, and annual GRAP compliant financial statements.
- Perform monthly audit readiness by coordinating monthly preparation of the audit file for external audit.
- Coordinate and facilitate all internal control procedures associated with the compilation of AFS.
- Coordinate the compilation and update of the GRAP compliant Asset Register.
- Ensure the Ensure completeness of the WIP register.
- Prepare and coordinate the Audit File
- Compile Audit Action Plan and implementation thereof.
- Co-ordinates and controls the application of accounting procedures within the Municipality by attending to the verification, reporting, processing and reconciliation of expenditure accounts, guiding and developing personnel on the processing sequences and controlling the effective implementation of recordkeeping and data management procedures to facilitate recovery/retrieval of accounting information.
- Attend to Audit requests and respond to communication of audit findings.

## MANAGER ASSETS MANAGEMENT

Salary Level: Task Level T15  
(R475 958,27 - R617 808,78)

### Minimum Requirements:

- Bachelor's Degree in Commerce / Accounting or equivalent
- At least 3 years' relevant experience
- Good knowledge and understanding of relevant policy and legislation and ability to pay attention to detail
- Interpersonal and communication skills
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Check for completeness and accuracy of fixed assets sub ledger and month-end closing activities such as account reconciliations, journal entries and adjustments.
- Contribute in the development of the Asset Maintenance Plan.
- Ensure that all assets are insured and damages to assets are claimed on time
- Ensure all assets are recorded and barcoded in the asset register,
- Review reports on physical verification of assets compiled by assets management officer.
- Establish the asset management capability of the organization
- Monitor and review the allocation of assets in accordance with the relevant policy and procedures
- Conduct regular asset condition assessments through the provision of technical advice and data capturing processing services to ensure the outputs of condition assessments are relevant accurate and integrated into the asset management system in a timely.
- Manage capturing of asset information on the inventory list (room list) of the asset holder
- Make follow up on missing assets to ensure that they are accounted for
- Manage the performance of physical asset verification according to prescribed time frames,
- Ensure compliance with Supply Chain Management policies and regulations and manage disposal process.
- Manage the improvement of operational controls as reported on by Internal Audit





# JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

## DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

### MANAGER IN THE OFFICE OF THE MUNICIPAL MANAGER

Salary Level: Task Level T18  
(R746 697,48 - R998 541,11)

#### Minimum Requirements:

- Bachelor's Degree in Public Administration / Business Administration / Commerce / or equivalent qualification.
- Extensive relevant experience of which 2 years must be in a government environment.
- Relevant post-graduate qualification will be an added advantage.
- Knowledge of relevant legislation, including Constitution, Municipal Finance Management Act, Municipal Systems Act, and Municipal Structures Act.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

#### Duties and Responsibilities:

- Manage, coordinate, and lead the team in the Office of the Municipal Manager.
- Oversee the overall administration support and compliance in the Office of the Municipal Manager.
- Develop and ensure implementation of appropriate strategy for the effective management of relationships with all Departments, Corporate and all Stakeholders of the municipality.
- Provide advisory and constituency services to the Municipal Manager.
- Provide comprehensive compliance and enterprise risk management service to the municipality.
- Contribute to the strategic development, direction, and planning of the municipality.
- Always carry out duties and responsibilities of the post in compliance with Municipality's policies and all other legal prescriptions.
- Represent the office of the Municipal Manager in strategic stakeholder events/activities.
- Prepare strategic support for Municipal Manager's presentations and speeches.
- Ensure that a positive impression of the Municipality is always maintained.
- Manage the communication and intergovernmental relations of stakeholders.
- Oversee the Municipality's strategic communications activities aimed at mitigating reputational risks and identify key issues in the media landscape and external environment that require proactive responses.
- Advise the Municipal Manager on media responses to protect the reputation of the Municipality.
- Plan, Manage, Control, Coordinate and Execute activities within the Office of the Municipal Manager.
- Undertake any other reasonable management requests, including duties as can be reasonably expected to ensure the smooth running and efficiency of the Office of the Municipal Manager.
- Assist in the compilation of Audit Action Plan and implementation thereof.

### COMMUNICATION OFFICER

Salary Level: Task Level T12  
(R325 663,15 - R422 728,75)

#### Minimum Requirements:

- Bachelor's Degree or Diploma in Communication / Public Relations or equivalent tertiary qualifications
- At least 3 - 5 years' relevant experience of which 3 years must be in government environment
- Knowledge of relevant legislation, including Constitution, Municipal Finance Management Act, Municipal Systems Act, and Municipal Structures Act.
- Ability to meet deadlines and perform under pressure
- Excellent verbal and written communication skills.
- Computer literate (Excel, Word & Power Point)
- Valid Drivers' License

#### Duties and Responsibilities:

- Conduct research on relevant matters of concern by engaging the community members, ward committees and councillors to get accurate and first-hand information.
- Responsible for all communication related matters, public relation and marketing of Joe Morolong Local Municipality.
- Define and promote Joe Morolong Local Municipality branding and identity.
- Undertake marketing and advertising campaigns based on Municipality development strategies.
- Develop and implement publication policy (Internal & External) and facilitate communication practices.
- Responsible for media liaison and press / media statements.
- Responsible for speech writing and editing for the Municipal Manager.
- Responsible for management and maintenance of municipal website content.
- Responsible for management and maintenance of all municipal social media content.
- Development of Public Relations related policies, procedures, practices and structure to ensure consistency.
- Assist and support the Director Corporate Services in the development of Communication channels and motivation of employees.
- Serve on public relations related working groups and sub-committee as required.
- Facilitate relationship and customer service management.
- Ensure the visibility of the Joe Morolong Local Municipality's programmes and projects through communication (print and online media)

### INTERNAL AUDITOR

Salary Level: Task Level T12  
(R325 663,15 - R422 728,75)

#### Minimum Requirements:

- Bachelor's Degree or Diploma in Internal Auditing / Risk Management / Accounting or equivalent.
- At least 2 years' experience in auditing environment.
- Knowledge of relevant legislation, including Constitution, Municipal Finance Management Act, Municipal Systems Act.
- Appreciation of accounting principles and auditing technique is essential.
- Understanding of King III Report, COSO Control Framework and Enterprise Risk Management.
- Knowledge of Team Mate will be an added advantage.
- Possess excellent auditing tools and techniques, problem-solving skills and team player.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

#### Duties and Responsibilities:

- Execute audit procedures and processes for the Joe Morolong Municipality.
- Monitor and evaluate compliance and risk analysis to determine the extent of variation or non-conformance to statutory requirements, policies and procedures.
- Prepare and present comments and opinions and provide guidance on the interpretation of principles to enable re-alignment of Duties and Responsibilities.
- Ensure that activities of Municipality are conducted and concluded in a credible manner.
- Compile monthly unit plans and reports.
- Ensure that the internal annual audit plan is fully implemented.
- Ensure that the Internal Audit unit provides a value-added service to the Municipality
- Execute all duties as assigned by the Accounting Officer, Council and Audit Committee.

### CHIEF RISK OFFICER

Salary Level: Task Level T14  
(R412 813,44 - R535 877,06)

#### Minimum Requirements:

- Bachelor's Degree in Risk Management / Auditing or

equivalent.

- At least 3 - 5 years applicable experience in Risk Management.
- Knowledge of relevant legislation, including Constitution, Municipal Finance Management Act, Municipal Systems Act, and Municipal Structures Act.
- Understanding of accounting principles and auditing technique is essential.
- Understanding of King III Report, COSO Control Framework and Enterprise Risk Management.
- Possess excellent auditing, problem-solving skills and a team player.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

#### Duties and Responsibilities:

- Develop and implement the Municipality's Risk Management framework and strategy.
- Develop, implement, and revise the Municipality's Risk Management policies and procedures.
- Monitor and evaluate the effectiveness and efficiency of the risk management framework and embedded practices.
- Develop / review appropriate risk methodologies for the municipality.
- Facilitate and coordinate risk identification and assessment process.
- Institutionalise and facilitate the embedding of risk management.
- Develop and maintain the Municipality's risk register.
- Evaluate and monitor all risk mitigating projects of the Municipality.
- Report any potential risk to the Audit Committee as well as the Fraud and Risk Management Committee.
- Educate and train the leadership, staff and business associates as to the risk management program, and their respective responsibilities in carrying out the risk management program.
- Lead, facilitate and advise departments in designing risk management programs within their own departments
- Promote the implementation of fraud prevention initiatives.
- Lead, develop and assist management in the implementation of internal control strategies to mitigate fraud.
- Define and deploy fraud prevention and detection techniques and systems.
- Prepare and present reports on forensic audits to senior/ executive management and stakeholders.
- Keep abreast of developments, emerging trends and latest technologies in the profession
- Assist during fraud and corruption investigations
- Continually improve the risk management framework, strategy, protocols and processes.
- Manage the Risk Management function

### WARD COMMITTEE CO-ORDINATOR

Salary Level: Task Level T10  
(R233 650,08 - R303 284,41)

#### Minimum Requirements:

- National Diploma in Public Administration or equivalent.
- At least 3 years' experience within Local Government.
- Good interpersonal writing and communication skill.
- Good interpersonal communication skill.
- Computer Literacy (MS Word, Excel)
- Problem Solving and negotiation skill.
- Valid Driver's License.

#### Duties and Responsibilities:

- Facilitation of public participation in relation to ward committees' related matters.
- Establishment and functioning of Ward Committees.
- The rendering of administrative support to Councillors.
- Responsible for the establishment and co-ordination of the Ward Committee System.
- Provide administrative support to Ward Committees.





# JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

## MPAC ADMINISTRATOR

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).

### Minimum Requirements:

- Bachelor's Degree in Law/Public Administration or equivalent
- 3-5 years' experience in the Local Government Environment
- Good understanding of Local Government Legal Prescripts
- Ability to conduct research in various aspects of local government
- Ability to interpret statutes and analyses related documents
- Report writing skills
- Communication skills
- Municipal Financial Competency Certificate will be an added advantage

### Duties and Responsibilities:

- Manage administrative functioning of MPAC
- Conduct research on all delegated functions and report to MPAC
- Analyse Council resolutions relating to MPAC and facilitate execution
- Assist MPAC with preparation of oversight report for submission to Council as legislated
- Interpret legislation as well as Regulations and advise MPAC
- Implement work plan of the MPAC in consultation with the Municipal Manager
- Work closely with the Chairperson for the execution of MPAC functions
- Ensure that MPAC meetings take place as scheduled
- Ensure compliance with all relevant legislation and Regulations
- Liaise with Management on all matters relating to oversight
- Execute any other functions delegated, from time to time, by the Municipal Manager.

## ADMINISTRATOR IN THE OFFICE OF THE SPEAKER

Salary Level: Task Level T9  
(R207 533,46 - R269 397,36)

### Minimum Requirements:

- Grade 12
- At least 1 - 2 years' relevant experience within Local Government.
- Good interpersonal, writing and communication skill.
- Computer Literacy (MS Word, Excel)
- Problem Solving and negotiation skills.
- Attentive to details

### Duties and Responsibilities:

- Plan and coordinate activities in the office of the Speaker
- Management of the Speaker's diary and coordinate all speaker support programmes.
- Facilitate and implement administrative duties assigned to the office of the Speaker.
- Manage resources allocated to the Speaker office.
- Coordinate and supervise functions in the Speakers office.
- Provide administrative support to the Speaker and Councilors.
- Responsible for general office administration procedures e.g., typing, filing, photocopy, facsimile, screening calls, arranging meetings and venues and responsible for all logistical arrangements for the office of the Speaker.

## DEPARTMENT: CORPORATE SERVICES

## MANAGER PERFORMANCE MANAGEMENT SYSTEM

Salary Level: Task Level T15  
(R475 958,27 - R617 808,78)

### Minimum Requirements:

- Bachelor's Degree in Human Resource Management or equivalent.

- At least 3 - 5 years applicable supervisory experience in Employee Performance Management Development System (EPMDS).
- Good analytical skills as well as evaluative judgment based on the analysis of factual and qualitative information in complicated or novel situations.
- Strong communication and diplomacy skills are required to guide, influence, and convince others
- The incumbent must be a team player.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Oversee and manage all activities related to the Performance Management System cycle and manage all communication, sensitization and monitoring of the process to ensure its effectiveness and relevance to the Joe Morolong Local Municipality.
- Design, implement and monitor Performance Management System of the Joe Morolong Local Municipality.
- Co-ordinating and conducting climate surveys to support and create usable relationships in respect of setting and determining relevant performance parameters and dimensions.
- Maintain the Performance Management recordkeeping system, updating files with correspondence and instructional documentation and, accessing relevant information or retrieving records to facilitate audits.
- Lead and manage the Performance Management related issues in the Joe Morolong Local Municipality.

## WEBSITE ADMINISTRATOR

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).

### Minimum Requirements:

- National Diploma in Information Technology
- Microsoft Certified Systems Associate Professional Certificate
- 2-3 Years' experience in Information Technology Technical and System Support, of which at least 1 year must be in government environment.
- Valid Drivers' License

### Duties and Responsibilities:

- Co-ordinate's administration requirement in respect of the software and operating system of user computer.
- Co-ordinates information related to specific key performance areas of functionality.
- Interact with the relevant departments for approval of user access levels to certain applications.
- Setting up parameters to control user access and rights to information and application.
- Attend to configuration and setup of administrator rights to specific software applications.
- Administer system stability and operation.
- Operate and manage security and scalability on server environment.
- Design and develop solutions to complex systems problems.
- Attend to all website administration issues.
- Administering internet, intranet infrastructure and mail servers.
- Setting up monitoring tools and analyses user activity on internet.
- Testing performance and capability of new software.
- Develop and maintain the Municipal website
- Update/upload content to Municipal website.

## DEPARTMENT: BUDGET AND TREASURY OFFICE

## SENIOR MANAGER FINANCIAL CONTROL

Salary Level: Task Level T18  
(R746 897,48 - R969 541,11).

### Minimum Requirements:

- Bachelor's Degree in Accounting or equivalent, coupled with extensive experience, preferably in local government environment.

- Excellent interpersonal and communication skills,
- Office administration,
- Communication and writing skills.
- Ability to meet deadlines and perform under pressure, energetic and able to initiate action.
- Extensive knowledge of Caseware software
- Post-graduate qualification in Accounting field will be an added advantage.
- Valid Drivers' License.

### Duties and Responsibilities:

- To manage the total completion process for Annual Financial Statements.
- Preparing credible monthly, quarterly, and annual GRAP compliant financial statements.
- Perform monthly audit readiness by coordinating monthly preparation of the audit file for external audit.
- Coordinate and facilitate all internal control procedures associated with the compilation of AFS.
- Coordinate the compilation and update of the GRAP compliant Asset Register.
- Ensure the Ensure completeness of the WIP register.
- Prepare and coordinate the Audit File
- Compile Audit Action Plan and Implementation thereof.
- Co-ordinates and controls the application of accounting procedures within the Municipality by attending to the verification, reporting, processing and reconciliation of expenditure accounts, guiding and developing personnel on the processing sequences and controlling the effective implementation of recordkeeping and data management procedures to facilitate recovery/retrieval of accounting information.
- Attend to Audit requests and respond to communication of audit findings.

## MANAGER ASSETS MANAGEMENT

Salary Level: Task Level T15  
(R475 958,27 - R617 808,78)

### Minimum Requirements:

- Bachelor's Degree in Commerce / Accounting or equivalent
- At least 3 years' relevant experience
- Good knowledge and understanding of relevant policy and legislation and ability to pay attention to detail
- Interpersonal and communication skills
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Check for completeness and accuracy of fixed assets sub ledger and month-end closing activities such as account reconciliations, journal entries and adjustments.
- Contribute in the development of the Asset Maintenance Plan.
- Ensure that all assets are insured and damages to assets are claimed on time
- Ensure all assets are recorded and barcoded in the asset register.
- Review reports on physical verification of assets compiled by assets management officer.
- Establish the asset management capability of the organization
- Monitor and review the allocation of assets in accordance with the relevant policy and procedures
- Conduct regular asset condition assessments through the provision of technical advice and data capturing processing services to ensure the outputs of condition assessments are relevant accurate and integrated into the asset management system in a timely.
- Manage capturing of asset information on the inventory list (room list) of the asset holder
- Make follow up on missing assets to ensure that they are accounted for
- Manage the performance of physical asset verification according to prescribed time frames,
- Ensure compliance with Supply Chain Management policies and regulations and manage disposal process.
- Manage the improvement of operational controls as reported on by Internal Audit





# JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

## ASSISTANT MANAGER BUDGET & REPORTING

Salary Level: Task Level T12  
(R325 663,15 - R422 728,75).

### Minimum Requirements:

- Bachelors' Degree or National Diploma in Accounting or equivalent
- Minimum of 2-3 years' budgeting experience in local government.
- Computer literacy.
- Candidate must demonstrate sound and good customer care.
- Certificate in MFMP/CPMD will be an added advantage.

### Duties and Responsibilities:

- Assist the Budget unit in compiling the municipal budget in a prescribed format.
- Prepare and administer the municipal budget according to municipal cycle.
- Coordinate the departmental budgets into one municipal budget.
- Monitor and implement virement of budget votes.
- Prepare all reporting according to National Treasury requirements.
- Ensure the submission of the municipal budget to National Treasury in accordance with legislation.
- Prepare monthly budget reports and National Treasury returns.
- Ensure compliance with legislation.
- Advise departments regarding their expenditure patterns.

## ASSETS MANAGEMENT ACCOUNTANT

Salary Level: Task Level T12  
(R325 663,15 - R422 728,75).

### Minimum Requirements:

- Bachelors' Degree in Accounting or National Diploma in Accounting or equivalent
- Computer literacy in MS Office
- 3 years relevant experience
- Good knowledge and understanding of relevant legislation.
- Knowledge of the GRAP and Accounting policies applicable to assets
- Ability to pay attention to detail.
- Negotiation skills, Interpersonal and communication skills.
- Valid Drivers' License.

### Duties and Responsibilities:

- Asset monitoring and reporting by preparing monthly, quarterly, and other reports that measure the implementation progress and deadlines against the asset management plan.
- Coordinate and facilitate the asset acquisition, replacement and disposal processes.
- Analyse the asset acquisition, replacement operations, maintenance, disposal decisions and proposals.
- Safeguarding the assets from inappropriate loss including appropriate control over the physical access to these assets.
- Ensuring that proper procedures for the movement assets from one user to another for maintenance or disposals outside the Municipality are in place and enforced.
- Implementation of sound internal controls supporting the asset management function.
- Update the Asset Register to ensure that they accurately reflect the asset management system and that they are available for use.
- Maintains all capital asset records and depreciation schedules.
- Perform physical asset verification and submit reports.
- Reconciles assigned general ledger accounts relating to asset management on a regular basis.
- Assists in preparation of asset register year-end audit file.

## ASSETS MANAGEMENT OFFICER

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).

### Minimum Requirements:

- Bachelors' Degree or National Diploma in Accounting/

Financial Management / Management Accounting or equivalent

- 2 years' relevant experience
- A thorough understanding of relevant and applicable legislative and regulatory framework.
- Knowledge of the GRAP and Accounting policies applicable to assets
- A good understanding of asset management as well as policies to safeguard, maintain, dispose the assets.
- Computer Literacy.
- Valid Drivers' License.

### Duties and Responsibilities:

- Coordinate and facilitate the asset acquisition, replacement and disposal processes.
- Analyse the asset acquisition, replacement operations, maintenance, disposal decisions and proposals.
- Safeguarding the assets from inappropriate loss including appropriate control over the physical access to these assets.
- Ensuring that proper procedures for the movement assets from one user to another for maintenance or disposals outside the Municipality are in place and enforced.
- Implementation of sound internal controls supporting the asset management function.
- Updating the Asset Management System with detailed information relating to all Municipal Assets.
- Update the Asset Register to ensure that they accurately reflect in the asset management system.
- Perform physical verifications of asset and compile report thereon.
- Prepare the moveable inventory sheets for each assets in the office.
- Reporting on performance of assets.
- Maintains all capital asset records and depreciation schedules.
- Assists in preparation of asset register year-end audit file.

## PAYROLL OFFICER

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).

### Minimum Requirements:

- Bachelor's Degree or National Diploma in Accounting coupled with relevant experience, preferably in a Local Government environment.
- Computer Literacy is a pre-requisite.
- Excellent interpersonal and communication skills.
- Office administration.
- Communication and writing skills.
- Ability to meet deadlines and perform under pressure.
- Energetic and able to initiate action.

### Duties and Responsibilities:

- Prepare schedules for posting and depositing to ensure accurate and effective deduction.
- Process salary input to calculate and pay monthly salaries and deductions.
- Attend to queries relating salaries and wages to assist in the resolving any related queries.
- Responsible for changes on master file and payment of non-recurring allowance and deductions.
- Verifying the employees and councillors banking details on the payroll system.
- Ensure that unclaimed wages are paid back to Council and that they are recorded in the unclaimed wage register.
- Compile and reconcile third party payment schedules monthly.
- Responsible for general payroll administration.

## OFFICER: CREDIT CONTROL & DEBTOR COLLECTION

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41)

### Minimum Requirements:

- Bachelor's Degree or National Diploma in Accounting or equivalent

- 3 years relevant experience
- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed will be an added advantage
- Computer literacy
- Proficiency in at least 2 or 3 official languages.
- Good management, human relations, interpersonal and communication skills and analytical skills.
- Ability to give attention to detail
- High level of responsibility
- Ability to work under pressure
- Valid Drivers' License.

### Duties and Responsibilities:

- Ensure effective and efficient implementation of the Credit Control & Debt Collection policy and procedure of Council.
- Implement credit control and Debt collection by-laws.
- Communicating with respective internal and external role players
- Advise and report to the Revenue Manager with regards to special debt collection initiatives.
- Responsible for the Performance Management of debt collection ratios and targets.
- Compile write-off and debt collection schedules in accordance with laid down procedures and policy.
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
- Keep abreast of developments, emerging trends and latest technologies in the profession
- Compile report on debt collection and update debtors information on the system.

## OFFICER: PROPERTY RATES, WATER AND ELECTRICITY SERVICES

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41)

### Minimum Requirements:

- Bachelor's Degree or National Diploma in Accounting or equivalent
- 2 years' experience in a property rates section of a Municipality.
- Computer literacy
- Proficiency in at least 2 or 3 official languages.
- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed will be an added advantage
- Appropriate knowledge of the Municipal Property Rates Act, No.6 of 2004.
- Good management, human relations, interpersonal and communication skills.
- Sound knowledge of the standards of Generally Recognised Accounting Practice (GRAP).
- Ability to give attention to detail.
- Ability to work under pressure.
- Valid Driver's License.

### Duties and Responsibilities:

- Coordinate, control and administer billing, rates and taxes and property valuations in accordance with legislative prescripts.
- Accurate levying of fixed municipal rates and taxes according to Council's Policies and By-Laws.
- Control and ensure the monthly reconciliation of rates and valuations.
- Issue clearance certificates.
- Administer valuations in accordance with legislative prescripts; valuation roll, consultation, objections, administrative support regarding valuation process, supplementary valuations, financial procedures regarding property valuations, property register and liaison with Municipal Valuers.
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
- Keep abreast of legislative changes and emerging trends in the profession.





# JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

## OFFICER INDIGENT

Salary Level : Task Level T10  
(R233 650,08 - R303 294,41)

### Minimum Requirements:

- Bachelor's Degree or National Diploma In Accounting or equivalent
- Computer literacy.
- One (1) year appropriate experience.
- Ability to work independently.
- Accurate and ability to give attention to details.
- Good interpersonal and communication skills.
- Valid Drivers' License.

### Duties and Responsibilities:

- Capturing of all applications in the indigent register.
- Reviewing of the eligibility of all applications through the application of the indigent policy of council.
- Updating the financial system with indigent information
- Submission of application for free basic electricity to ESKOM for further processing.
- Continuous updating of the indigent register as per council policy.
- Receive and process all enquiries by the community.
- Filing of documents for ease retrieval when required.
- Ensure that registers are kept per Ward for indigents and that they are balancing.
- Ensure that indigent applications are processed on the financial system.
- Preparedness to work overtime and outside normal working hours.

## SUPPLY CHAIN MANAGEMENT OFFICERS x 2 ( ACQUISITIONS (1) , CONTRACT (1) )

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).

### Minimum Requirements:

- Bachelor's Degree or National Diploma in Commerce/ Purchasing/ Supply Chain Management or equivalent
- 2 years relevant experience in municipal environment
- Computer literate
- Excellent organisational and administrative abilities
- High level of ethical conduct
- A high level of discipline, responsibility, confidentiality and accuracy is required
- Good communication and analytic skills.

### Duties and Responsibilities:

- Control and performs tasks/ activities with the application of specific Supply Chain Management procedures associated with the procuring of products and/or specific services.
- Applying appropriate procedures and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers.
- Expediting orders by applying the appropriate processes to create procurement orders
- Perform supplier audits and evaluations by interacting with suppliers/ vendors and evaluates and determines conformity with Supply Chain Management Policy and Guidelines and the Central Supplier Database.
- Maintains a sound relationship with service providers/ vendors and contractors
- Communicating and interacting with officials from user-departments in respect of specific requirements and priorities
- Processing of procurement requisitions on the Financial Management Systems
- Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
- Keep abreast of latest legislative changes, developments and emerging trends in the profession

## FINANCE/ INTERNAL AUDIT INTERNS x 7

Internship: Financial Management x 7  
(2 Years Fixed Term Contract)

Salary Level: R100 000.00 per annum

### Minimum Requirements:

- Bachelors' Degree or National Diploma in Accounting/ Financial Management or Auditing or equivalent
- Effective computer, communication, and interpersonal skills.

### Duties and Responsibilities:

- Perform specific tasks/ activities associated with the processing and updating information with respect to specific Accounts.
- Checking and verifying source payment documentation.
- Co-ordinate the recording and processing procedures of accounting transaction.
- Maintain registers and access records of transactions, instructions, and correspondence.
- Render support service to functions in the department.
- Co-ordinate and control sequence associated with the verification and provision of information.
- Deal with finance enquiries perform specific procedures associated with receipting, reconciliation and posting transactional data.

## DEPARTMENT: PLANNING AND DEVELOPMENT

### JUNIOR TOWN PLANNER

Salary Level: Task Level T12  
(R325 663,15 - R422 728,76)

### Minimum Requirements:

- Bachelor's Degree or National Diploma in Town and Regional Planning
- 1-2 Years' relevant experience
- Registration with South African Council for Planners as a Technical Planner or in the process to register (Candidates will be evaluated based on the relevant certified proof submitted)
- Sound knowledge of Town Planning Legislation, Local Government legislation and GIS Legislation.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Coordinate, report and advise on development planning issues and be able to deal with public queries.
- Assess statutory and development application in relevant to Land Use Management principles.
- Provide professional and technical advice on development planning matters.
- Assist with the coordination of all spatial planning matters within municipal area with the assistance of the Manager: Housing and Planning and Town Planner.
- Provide assistance towards the formulation and review of section plans, i.e. Land Use Management Schemes, Spatial Development Frameworks any other related Municipal Plans.
- Assess compliance with specific town planning regulations and undertake site inspections to ensure compliance with developments in both Urban and Rural contexts.

## MANAGER IDP/PMS

Salary Level: Task Level T14  
(R412 613,44 - R535 877,08)

### Minimum Requirements:

- Bachelor's Degree in Development/Planning Studies, or equivalent.
- 3 - 5 years relevant experience.
- Relevant post graduate qualification will be an added advantage.
- Experience in working with community structures.
- Excellent interpersonal, leadership, coordination, organizational and facilitation skills.
- Ability to provide strategic and innovative leadership

- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Develop and direct implementation of IDP and PMS plans and/or programs to ensure the effective utilization of resources to support Joe Morolong Local Municipality's objectives.
- Recommend future IDP development goals to ensure the most effective utilization of service resources and the continuous improvement of service delivery, in support of the Municipality's objectives.
- Develop, promote, and facilitate effective focused and well-organized industrial development and vitality of the Municipality
- Serve as the Municipality's liaison to the business community, sector departments building and maintaining effective relationship with all relevant stakeholders
- Research and attract external investments both local and national into the community and focused on the developing effective relationship therein
- Work closely with IDP office in the district.
- Often convene workshops to the check on the progress made by community structures and sector departments and report to supervisor.

## DEPARTMENT: TECHNICAL SERVICES

### DEPUTY TECHNICAL DIRECTOR

Salary Level: Task Level T18  
(R746 897,48 - R988 541,11)

### Minimum Requirements:

- Civil Bachelor's Degree In Engineering or equivalent.
- Knowledge of relevant legislation, including Constitution, Municipal Finance Management Act, Municipal Systems Act, and Municipal Structures Act.
- 5 years' experience at middle management in engineering field of which 3 years should be in government environment
- Ability to provide strategic and innovative leadership
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Certificate of competency as recognized in terms of the General Machinery Regulations, 1988. Registration with a recognized relevant engineering professional body, will be an added advantage.
- Valid Drivers' License.

### Duties and Responsibilities:

- Develop policies, procedures, and guidelines to be utilized by the directorate with regard to infrastructure development and maintenance.
- Responsible for planning, data analysis and capturing, surveying, levelling and construction supervision and site inspection.
- Responsible for provision and co-ordination of electricity, roads, water and sanitation services.
- Monitor and control budget to administer the grant funds to ensure project compliance with all applicable legislation and conditions attached to it.
- Manage the provisioning and administering of project management and building control services.
- Manage the provisioning and control of civil engineering and solid waste management services.
- Manage the provisioning and control of electrical engineering services.
- Manage the administering and application of technical related GIS processes.
- Support and advise the Municipal Manager and Council.
- Manage and improve departmental administrative functions.
- Develop and implement council policies and strategies.
- Ensure legislative compliance of relevance to the directorate.
- Ensure community participation on matters of governance.





# JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

## MANAGER ROADS AND STORM WATER

Salary Level: Task Level T15  
(R475 958,27 - R617 808,78)

### Minimum Requirements:

- Bachelor's Degree in Civil Engineering or equivalent
- Knowledge of relevant legislative framework and generally accepted practice
- 3 years' experience at middle management in engineering field of which 2 years should be in government environment
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Management and maintenance of roads and storm water plans, programme and associated work.
- Develop and implement maintenance plans for municipal road networks.
- Develop and implement procedures, systems and controls for the road functions.
- Regulate specific work sequences and general practices/processes as appropriate to the functional area.
- Evaluate functionality of operating plant and equipment.
- Complete internal transactional documentation (e.g. Daily sheets, log sheet, progress report, etc.) and related forms (vehicle checklist).
- Monitor and supervise activities of staff to ensure that work is performed according to work plan, job-cards and ad-hoc instructions received from supervisor and reports on activities performed.
- Controlling the utilization of materials (Sand, stone, crusher run, etc.) and discharging / offloading required quantities and materials for repair or reconstruction work.

## MANAGER WATER AND SANITATION

Salary Level: Task Level T15  
(R475 958,27 - R617 808,78)

### Minimum Requirements:

- Bachelor's Degree in Civil Engineering or equivalent
- Knowledge of relevant legislative framework and generally accepted practice
- 3 years' experience at middle management in engineering field of which 2 years should be in government environment
- Ability to meet deadlines and perform under pressure
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Management and maintenance of water & sanitation plans, programme and associated work.
- Develop and implement plans to ensure effective provision of water and sanitation services.
- Operate and maintain plants in accordance with operational requirements.
- Develop and implement procedures, systems and controls for the functions.
- Regulate specific work sequences and general practices/processes as appropriate to the functional area. Evaluate functionality of operating plant and equipment.
- Develop plans, systems and procedures through perusal and inspection checklist, service records and registers with a view to identifying risks, deviations systems and the availability of alternative course of action/corrective measures.
- Co-ordinate, monitor and control water and sanitation repair and construction work at specific sites.
- Manage and control the utilization of stock items and materials (pipes, motors, valves, etc.) and discharging / offloading required quantities of materials for repair or reconstruction work.

## ELECTRICIAN

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).

### Minimum Requirements:

- Diploma / N6 Certificate in Electrical Engineering plus Trade Test or equivalent
- Minimum of 3 years' relevant experience
- Ability to meet deadlines and perform under pressure.
- Valid Drivers' License

### Duties and Responsibilities:

- Conduct preventative maintenance activities and fault finding on electrical systems components.
- Diagnose causes of electrical problems and failures and undertake repairs.
- Install and repair electrical systems components (e.g. lighting, electrical pencils and pumps, switches, circuits, distribution boards, timers, street lights, high mast lights, etc) for purpose of providing enhanced and/or upgraded electrical capabilities.
- Repair electrical components and/or systems (e.g. Water and Sewer Motors and panels, circuits, transformers, generators, compressors, switches, MV "Medium Voltage" and LV "Low Voltage" Network, construction of network, etc) for the purpose of ensuring a safe working condition.

## SUPERINTENDENT: O & M WATER SERVICES

Salary Level: Task Level T12  
(R325 663,15 - R422 726,75).

### Minimum Requirements:

- National Diploma in Civil Engineering or equivalent
- 3 - 5 years experience in a public water or wastewater related field, of which at least two (2) of those years must have been in a supervisory capacity
- Ability to meet deadlines and perform under pressure.
- Valid Drivers' License

### Duties and Responsibilities:

- Co-ordinate tasks / activities associated with general maintenance and repair of the Water and Wastewater Retention network.
- Assessing the acceptability of procedures, systems and controls associated with vehicle, plant, equipment and material availability and utilisation.
- Continuously investigating and inspecting reticulation networks for defects / structural failures and maintenance requirements.
- Initiate and participate in operational Section meetings.
- Plans and prioritises predictive maintenance programs and projects.
- Perform regular asset verification of property, plant and equipment.
- Ensure compliance with applicable legislation.
- Respond to urgent / unscheduled work requests.
- Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).
- Attend and controls outcomes associated with utilization, productivity and performance of personnel.
- Coordinate and attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.

## SENIOR PROCESS CONTROLLER (Hotazel)

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).

### Minimum Requirements:

- National Diploma in Civil / Chemical Engineering or equivalent.
- Knowledge and experience in water and wastewater

treatment.

- Minimum of 3 years' experience gained in portable water, treatment and waste treatment environment.
- Must be willing to work overtime and on standby.
- Ability to operate IRIS system will be an added advantage.
- Knowledge of hydraulics, valves, pumps and motors.
- Registered or eligible to register as a Class V process controller with Department of Water Affairs.
- Valid Drivers' License.

### Duties and Responsibilities:

- Conduct routine inspections of plant and equipment, assessing plant condition and the status of predictive and planned maintenance interventions, reporting breakdowns and/or communicating urgent repair work necessary to restore functionality.
- Coordinate, monitor and evaluates the technical requirements of the work.
- Ensure the implementation and assurance of health, safety and environment system.
- Ensure that the plant meet the Green Drop requirements.
- Supervise and operate wastewater treatment works, including monitoring and implementing procedures, establishing resource requirements, scheduling maintenance programs.
- Monitor and attend to deviations in productivity, performance, administrative, information reporting requirements and maintenance records.
- Evaluate and correct deviations or non-compliance with safety and standard operating procedures
- Monitor stock movement and attending to the replenishment of chemical and other stock items for the operations at specific site or locations.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## CLUSTER SUPERVISOR (OPERATION & MAINTENANCE) x 2 (HEUNINGVEI (1), CHURCHILL (1))

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41).

### Minimum Requirements:

- N4 Certificate in Engineering Field or equivalent
- 2 years' experience in engineering field.
- Valid Drivers' License.

### Duties and Responsibilities:

- Ensure the implementation and assurance of health, safety and environment system.
- Must be able to demonstrate knowledge of hydraulics, valve, pumps and motors.
- Coordinating the department's operations maintenance through the implementation of procedures, applications systems and controls to facilitate the Municipality with regard to efficient and cost-effective service delivery.
- Capable to propose technical methodology.
- Capable of coordinating meetings.
- Coordinating and controlling the tasks/activities of personnel and allocating outcomes to ensure that personnel are capacitated and capable of performing at acceptable levels, deviations addressed and corrective measures implemented to sustain productivity and efficiency.
- Performing specific activities associated with administration and reporting functions to ensure that administrative sequences dictating reporting requirements and approval procedures are complied with verifying compliance with water and wastewater regulations.
- Monitoring and implementing procedures establishing resource requirement, scheduling, and maintenance programs.
- Monitor, attend to deviation in productivity, performing.





# JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

## FLEET MECHANIC

Salary Level: Task Level T9  
(R207 533,46 - R269 397,36)

### Minimum Requirements:

- N3 Certificate in Mechanical Engineering Field or equivalent
- ASE Diesel Certification will be an added advantage
- Aptitude for mathematics and science.
- Advanced knowledge of diesel engine components.
- Good IT and diagnostic skills.
- Physically fit and able to lift heavy objects.
- Proficiency with maintenance and repair tools.
- Attention to detail.
- Good interpersonal skills.
- Excellent verbal communication skills.
- Good organization skills.
- Valid Drivers' License.

### Duties and Responsibilities:

- Running diagnostic tests on vehicles.
- Analyzing diagnostic test results.
- Replacing vehicle engines, steering mechanisms, transmissions and braking systems.
- Checking vehicle lighting systems.
- Test driving vehicles to gauge performance.
- Performing preventative maintenance on service trucks.
- Maintaining detailed records of serviced vehicles.
- Adhering to an inspection procedure checklist.
- Maintaining a parts inventory.
- Ensuring the cleanliness of the workshop.

DEPARTMENT: COMMUNITY SERVICES

## MANAGER ENVIRONMENTAL SERVICES

Salary Level: Task Level T15  
(R475 958,27 - R617 808,78).

### Minimum Requirements:

- Bachelor's Degree or National Diploma in Environmental Sciences/Management or Environmental Engineering.
- 2-3 Years previous supervisory experience in environmental services specifically in Environmental compliance and enforcement.
- Knowledge of appropriate legislation in respect of environmental compliance monitoring enforcement and Air Quality management with distinct focus on the implementation of the National Environmental: Air Quality Act 39 of 2004.
- Possession of certificate in Hazardous materials management.
- Affiliation with any Environmental professional bodies
- Valid Drivers' License.

### Duties and Responsibilities:

- Undertake routine inspections and ensure compliance by industries with environmental management legislation and standards.
- Investigate environmental crimes and institute appropriate enforcement actions.
- Exercise administrative powers, such as issuing of compliance notices.
- Work closely with the SAPS in investigating of environmental crimes.
- Work closely with the National Prosecuting Authority (NPA) to ensure successful prosecution of offenders.
- Process and respond to environmental incidents reported to the municipality.
- Review air quality compliance reports submitted by industries together with the District municipality.
- Liaison with other agencies in inspection and monitoring of the environment.
- Review Environmental Impact Assessment (EIA) and environmental Audit reports to enhance compliance monitoring and enforcement.
- Conduct environmental awareness campaigns within the municipality.

- Co-ordinate handling processes of hazardous materials.
- Develop and implement environmental by-laws.

## SUPERINTENDENT (TESTING AND LICENSING)

Salary Level: Task Level T12  
(R329 663,15 - R422 728,75)

### Minimum Requirements:

- Traffic Diploma, Qualified examiner of driver's license with Grade-A
- 3 - 5 years relevant experience
- Knowledge of eNatis system and registered as eNatis user.
- Registered Traffic Officer.
- Sound and good knowledge of traffic law enforcement.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Manage and control the provision of administrative traffic and licensing services through the implementation of legislation, policies, procedures and systems.
- Ensure compliance to relevant traffic and licensing legislations and guidelines and management of critical interventions and applications.
- Provide strategic legal and statutory advice and support with respect to specific traffic and licensing functional areas to council.
- Control the operational dimensions and outcomes ensuring that traffic and licensing priorities are adequately addressed and attended to.
- Ensure that all key functional areas are aligned towards sustaining and improving the efficiencies of traffic and licensing department.
- Manage the budget of the traffic and licensing Department.
- Effective management of all licensing and testing centers.
- Manage records to ensure compliance with the National Road Traffic Act and the National Archives Act.
- Oversee management and security of the licensing and registering authorities in the municipality.
- Develop and maintain of traffic management guidelines documentation.
- Creating and managing traffic using various traffic management software.
- Develop and implement internal traffic management processes and systems.
- Enforce adherence to work-flow processes and deadlines.
- Provide support in the implementation and monitoring of Traffic Disaster Management Plans.

## DISASTER MANAGEMENT CO-ORDINATOR

Salary Level: Task Level T10  
(R233 650,08 - R303 294,41)

### Minimum Requirements:

- National Diploma in Disaster Management or equivalent.
- 3 years relevant experience.
- Required to be on standby and work in all weather conditions.
- Required to work outside working hours during emergencies and planned overtime.
- Ability to meet deadlines and perform under pressure.
- Must be mentally and physically fit
- Must have capability to operate under extreme hazardous and traumatic conditions
- Knowledge of Disaster Management Act
- Knowledge of Fire Brigade Services Act
- Good verbal and written communication skills.
- Computer literate (Excel, Word & Power Point).
- Valid Drivers' License.

### Duties and Responsibilities:

- Coordinate disaster management activities within the municipality
- Visit and assess sites and households affected by disaster and compile report for intervention
- Liaise with the district municipality and relevant departments and stakeholders regarding disaster management related matters
- Develop, guide, review and implement disaster management strategy plan
- Develop, coordinate, and integrate disaster management contingency plan in order to ensure that the municipality reacts appropriately in cases of disasters.
- Assess the municipality's disaster risks and probabilities and develop contingency plans to manage disaster.
- Facilitate and coordinate the integration of various stakeholders' inputs into an integrated strategic response to disaster management within the municipality.
- Coordinate the interface between the municipality and all relevant stakeholders during disaster management operations.

**BENEFITS:** As applicable for local government employees.

Applications in the form of Curriculum Vitae, covering letter and certified copies of certificates must reach the office on or before Monday, 07th March 2022. No facsimile will be accepted. Applications must clearly specify the post applied for, and be forwarded to the attention of:

The Municipal Manager  
Joe Morolong Local Municipality  
Private Bag X117  
Mothibistad  
8474

Further information can be obtained from Mr T.J Gopetse:  
Director Corporate Services @  
Tel: (053) 773 9300 or  
082 820 1559.

If you do not hear from us within three weeks after closing date, please consider your application as unsuccessful.

TM Tlhoale  
Municipal Manager



Joe Morolong Local Municipality is an equal opportunity and affirmative action employer