



MADIBENG LOCAL MUNICIPALITY



VACANCIES (RE-ADVERTISEMENT)

Madibeng Local Municipality with its administration offices in Brits, hereby invites applications from suitably qualified candidates to apply for the undermentioned positions.

NB: These are re-advertised vacancies. Applicants who previously submitted applications and are still interested in the vacancies, must re-apply

DIRECTORATE: CORPORATE SUPPORT SERVICES

ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT & DESIGN

Division: Organisational Development & Design
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • A relevant 3 year tertiary qualification in Human Resources • Management / Development / or related field • Code EB Drivers' License • Strategic and discretionary skills • Managerial and negotiating skills • Planning and organising skills
Attention to detail • Good interpersonal and communication skills • Be able to work independently • Computer literate (MS Word / Excel / Pay-Day) • Good HR related legislative interpreting skills • 5 years' relevant experience of which at least 2 years must be at middle management level

KEY PERFORMANCE AREAS: • Develop and investigating short term plans for the Divisional functionality • Advice and attend to grievances and recommend appropriate disciplinary action • Provide input regarding compilation of section's budget and making recommendations in respect of budget control • Determine staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements • Administrate the organizational design and restructuring • Coordinate the job evaluation committee • Coordinate and ensure the effective implementation of the TASK job evaluation system • Coordinate, facilitate and implement best practice work procedures and methods to streamline workflow (job descriptions, form design and control, filing system, e.t.c) • Implement decisions related to organizational restructuring and job evaluations • Represent the municipality on the Provincial Audit Committee for job evaluations as system operator • Evaluate/benchmark posts in the Municipality with the assistance of the Manager: Human Resources • Compile draft and approved organizational structure for the Municipality • Maintain personnel information on organizational structure • Monitor the adequacy of current training interventions through the evaluation of competency demonstrated in the workplace applications and preparing progress and assessment reports for inclusion into the Skills Development Plan of the Council • Develop, implement and monitor the training policy and procedures to equip personnel with job related skills • Manage and coordinate the Skills Development Plan and training budget • Direct the procedural and operational dimensions of selecting, co-ordinating and providing training to employees and monitors the impact on organisational efficiency and, progress towards self-development and growth within the organisation • Assist management to plan their manpower regarding a need analyses and the quantity of employees needed for the specific outputs • Design and facilitate job descriptions / job analyses and employee job specifications • Perform a wide range of system administration of HR System, including install, debug, maintain, upgrade and general support to users in the Municipality • Assist in developing, implementing, testing and maintaining additional modules • Work closely with the IT division to provide end-user support and issue resolution •

ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT

Division: Human Resource Management and Development
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • A relevant 3 year tertiary qualification in Human Resources Management or related field • A valid code EB driver's license • Broad understanding and knowledge of Local Government • Good leadership with strategic capabilities and excellent analytical, organizational and presentation skills • Excellent writing and verbal skills • Above average decision making, public relations coupled with human relations or Interpersonal skills • Computer literacy • 8 years or more relevant experience covering a broad range of human resources functions • At least 3 years supervisory experience •

KEY PERFORMANCE AREAS: • Manage, inter alia, Labour Relations, Occupational Health and Safety, Personnel / Employee Wellness Assistance • Manage the Employment Equity Function • Render personnel advisory and liaison service to all line functionaries and management • Develop and implement Human Resource Development policies and procedures • Coordinate and facilitate the job evaluation process • Rendering a personnel advisory and liaison service to all line functionaries and management • Effective management of Human Resource Development programme towards the achievement of the Council's strategies and objectives • Manage the complying with and implementation of various legislation applicable to the functions of the Human Resource Division
Submit Human Resource related reports to the relevant committees and ensure the sound execution of resolutions taken by the committees • Motivate subordinates to render an effective and efficient service to all stakeholders involved – help them to transform ideas into practice • Undertake disciplinary action in the division as may be necessary. Monitor, control and evaluation of disciplinary action. • Interact with top management to persuade them of benefits or otherwise of aspects of new Human Resource systems, et cetera, where necessary. •

Conduct interviews as requested by the Municipal Manager.

DIRECTORATE: INFRASTRUCTURE AND TECHNICAL SERVICES

CIVIL ENGINEER: WATER SERVICES

Division: Water Services
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • A relevant Bachelor of Engineering or Bachelor of Science in Engineering Degree • And eligibility for registration as Professional Engineer • Plus, in the case of electrical or mechanical disciplines, depending on the size of installations, a GCC or Professional Certificate in Engineering • Computer literacy: MS Office • Manage professional teams and complex engineering functions • Specialised knowledge of Storm Water Management and water and sanitation technology and project management • Ability to work under pressure • High level of integrity • Code EB driver's license • 8 years or more of relevant experience post registration

KEY PERFORMANCE AREAS: • Oversee and evaluate the planning of complex engineering projects • Integrate engineering / infrastructure planning with broader development planning • Manage the execution of specific projects for the improvement, expansion and maintenance of all infrastructure related to Civil and water Technology • Manage and control the professional, technical and operational outcomes with respect core water and sanitation service delivery related infrastructure projects by developing water demand management strategy and policies to assess infrastructure requirements and reduce water loss through formation of technical steering committee • Manage the daily operational aspects of the water services division • Identifies shortcomings in operational processes and information flow, needs in services, teamwork problems, etc. • Ensure the effective use and improvement of systems, such as the task management system • Give advice and direction when and where necessary within engineering management and to subordinates. • Provide input regarding the provision of funds on the capital and operational budget • Ensure the scheduling of weekly work programmes • Ensure provision on the capital and/or operational budgets • Organize the appointment of consultants and/or contractors if necessary • Comply with safety regulations as per requirements by the occupational health and safety act. •

CIVIL ENGINEER: SANITATION SERVICES

Division: Water Services
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • A relevant Bachelor of Engineering or Bachelor of Science in Engineering Degree • And eligibility for registration as Professional Engineer • Plus, in the case of electrical or mechanical disciplines, depending on the size of installations, a GCC or Professional Certificate in Engineering • Computer literacy: MS Office • Manage professional teams and complex engineering functions • Specialised knowledge of Storm Water Management and water and sanitation technology and project management • Ability to work under pressure • High level of integrity • Code EB driver's license • 8 years or more of relevant experience post registration

KEY PERFORMANCE AREAS: • Oversee and evaluate the planning of complex engineering projects • Integrate engineering / infrastructure planning with broader development planning • Manage the daily operational aspects of the Sanitation services division • Identifies shortcomings in operational processes and information flow, needs in services, teamwork problems, etc. • Ensure the effective use and improvement of systems, such as the task management system • Give advice and direction when and where necessary within engineering management and to subordinates. • Provide input regarding the provision of funds on the capital and operational budget • Ensure the scheduling of weekly work programs • Manage materials for metering purpose • Manage and implement the maintenance programs • Comply with safety regulations as per requirements by the occupational health and safety act. •

CIVIL ENGINEER: PLANNING AND DESIGN

Division: Planning and Design
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • A relevant Bachelor of Engineering or Bachelor of Science in Engineering Degree • And eligibility for registration as Professional Engineer • Plus, in the case of electrical or mechanical disciplines, depending on the size of installations, a GCC or Professional Certificate in Engineering • Computer literacy: MS Office • Manage professional teams and complex engineering functions • Specialised knowledge of Storm Water Management and

Daniel Masemola: Municipal Manager (Acting)
CIVIC CENTRE | 53 VAN VELDEN STREET | BRITS
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water and sanitation technology and project management • Ability to work under pressure • High level of integrity • Code EB driver's license • 8 years or more of relevant experience post registration

KEY PERFORMANCE AREAS: • Oversee and evaluate the planning of complex engineering projects • Integrate engineering / infrastructure planning with broader development planning • Manage the daily operational aspects of the Sanitation services division • Identifies shortcomings in operational processes and information flow, needs in services, teamwork problems, etc. • Comply with safety regulations as per requirements by the occupational health and safety act • Ensure a climate conducive to promote and sustain motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained and enabling the department to meet its service delivery objectives • Manage the technical operations of the branch in order to ensure that the service provided is technically adequately and economically justified • Identify and develop appropriate new technologies to deal with changing demands placed on the unit • Ensure priorities of the unit complies with requirements of the municipality's integrated development

ELECTRICAL-MECHANICAL ENGINEER

Division: Electrical and Mechanical engineering
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • A relevant Bachelor of Engineering or Bachelor of Science in Engineering Degree • And eligibility for registration as Professional Engineer • Plus, in the case of electrical or mechanical disciplines, depending on the size of installations, a GCC or Professional Certificate in Engineering • Computer literacy: MS Office • Manage professional teams and complex engineering functions • Experience in high voltage operations (switching, phasing, fault finding, safety) • Code C Driver's Licence • Experience with hydraulic lifting equipment, pneumatic equipment, high voltage pressure testing and cable fault finding equipment • An exceptional level of responsibility and ability to work under extreme pressure without any tolerance for errors • Must be precise, accurate, thorough, extremely careful, conscientious, reliable, confident and authoritative 8 years or more of relevant experience post registration

KEY PERFORMANCE AREAS: • Oversee and evaluate the planning of complex engineering projects • Integrate engineering / infrastructure planning with broader development planning • Render a construction and maintenance service to the electricity networks, electrical protection and metering devices, street and sports field lights, building electrical installations, radio networks, traffic signals, and pump stations control panels • Ensure proper and efficient planned, preventative and emergency maintenance and construction work in accordance with the specifications and in compliance with relevant safety legislations • Undertake inspections and corrective actions with respect to activities, the workplace, plant and equipment • Ensure safety of personnel including the selection, purchasing and issuing of safety equipment such as heat (explosion) resistant suit, insulating gloves, eye and face protection, harnesses, safety boots, protective clothing, etc • Perform project management to ensure compliance to technical and safety requirements

DIRECTORATE: BUDGET AND TREASURY OFFICE

ASSISTANT DIRECTOR: REVENUE ENHANCEMENT

Division: Revenue Enhancement
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com with financial accounting as a major subject • Computer Literacy: MS Office • Provide expert financial advice • Responsible for managing financial information according to prescribed norms and standards • Extensive understanding and knowledge of the application of applicable local government legislation (e.g. MSA, MFMA, and others as applicable) • Able to present and disclose financial statements • Able to amend and review financial policies in accordance with prevailing norms and standards • 8 years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline

KEY PERFORMANCE AREAS: • Review and update policies to align prevailing legislation, norms and standards and community dynamics • Respond and report on queries from internal audit and auditor general management letter items • Prepare the budget aligned to the IDP and Treasury regulations • Manage the key performance and result indicators associated with the revenue enhancement • Guide and advice line departments in the implementation of revenue enhancement strategy • Attend management meetings and if required council and committee meetings and participate in relevant discussions and strategic decision making

and planning • Identify and act on opportunities to increase revenue with other departments in the municipality to achieve desired results

ASSISTANT DIRECTOR : FINANCIAL REPORTING

Division: Financial Reporting
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com with financial accounting as a major subject • Computer Literacy: MS Office • Provide expert financial advice • Responsible for managing financial information according to prescribed norms and standards • Extensive understanding and knowledge of the application of applicable local government legislation (e.g. MSA, MFMA, and others as applicable) • Able to present and disclose financial statements • Able to amend and review financial policies in accordance with prevailing norms and standards • 8 years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline

KEY PERFORMANCE AREAS: • Compile financial statements, quarterly financial statements, interim financial statement and annual financial statements on case-ware and compilation of the audit file. • Compile and submit the audit action plan. • Coordinate the preparation of annual financial statements. • Maintain the General Ledger to Support General Recognized Accounting Practices and facilitate financial Reporting • Oversee monthly bank reconciliation, investment register, grant register, loan register and commitment register. • Ensure calculations on provision done at year-end for the purpose of the annual financial statements • Calculate provision for leave, employee related cost benefits and calculation on provision for closure cost for landfill site. • Be responsible for audit review process and coordination of all audit related matters furnish Ensure that various statutory reporting, including the annual report, as well as statistical reporting requirements are attended to by subordinates. • Perform other duties as instructed by the Chief Financial Officer and Accounting Officer, e.g. member of Bid Committees

ASSISTANT DIRECTOR : ASSET AND DISPOSAL

Division: Assets and Disposal Management
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • A relevant tertiary qualification, preferably a Bachelor's Degree / equivalent or an Honours in Property Asset Management / Business Management / Finance / Property Valuation • Pro-active in dealing with all asset management situations and display initiative – responding quickly to issues • Extensive understanding and knowledge of the application of applicable local government legislation (e.g. MSA, MFMA, and others as applicable) • Able to present and disclose financial statements • Able to amend and review financial policies in accordance with prevailing norms and standards • 8 years or more relevant experience required in Property Asset Management at middle / senior management

KEY PERFORMANCE AREAS: • Manage a specialised Property Asset Function under the leadership and guidance of the Director • Convert the Municipality's strategy, converting that into an asset management strategy and producing plans based upon and analysis of service delivery options • Formulate an asset management strategy consisting of detailed plans for acquisitions and replacements, operation and maintenance as well as disposals and property segmentation classes in terms of the municipality's policies • Administer insurance claims regarding accidents, third parties, or property damages • Manage the asset register of municipality according to the Municipal Finance Management Act No 56 of 2003 • Assist superiors with the drawing up of the annual and supplementary budget of the municipality and the annual financial statements • Complete reports to National Treasury regarding the appropriation of granted funds received • Interact with the internal / external auditors and make available information, supporting documentation and evidence of approvals regarding expenditure transactions and accounts • Exercise control over the use and maintenance of office equipment and ensure that electronic equipment used are switched off over night • Give advice and guidance to subordinates on various matters • Distribute work, set work standards, Control work and evaluate work performance

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

ASSISTANT DIRECTOR: TOURISM

Division: Tourism
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • Bachelor's Degree in Developmental Studies

Daniel Masemola: **Municipal Manager (Acting)**
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/ Economic Sciences / Tourism / Relevant qualification • Computer Literacy: MS Office • Code EB driving license • Sound knowledge of tourism policies and procedures / and research and analytical theories and practices • Good management skills • Excellent communication skills • Excellent report writing • 8 years or more relevant experience, at least 2 years supervisory experience

KEY PERFORMANCE AREAS: • Identify and define the immediate, short and long-term objectives/ plans and controls associated with economic development within the District community • Plan, coordinate and evaluate all economic and tourism development activities in the region • Evaluate and comment on the applicability of specific LED & Tourism key performance indicators and measures against outcomes detailed in the Municipality's Business and Strategic Plans • Plan current and future LED & Tourism interventions necessary to achieve acceptable levels and standards of service delivery and submitting to the Director for consideration and inclusion into the Business Unit's short/ long-term performance and service delivery plans • Present proposed LED & Tourism programs and projects to community groups, various LED structures and local business meetings (SMMEs) • Verify the execution and procurement of approved budgetary items to circumvent over-expenditure and ensure that approved commodities are acquired in terms of the Municipal Financial Management Act, 2003 (Act 56 of 2003) • Conduct appraisals to measure performance and objective accomplishments against agreed targets and, reviewing goals and setting new objectives • Manage and reporting processes with regards to economic development, monitoring previously successful and effective implementation methods, investigating and solving newly reported problems on projects • Visit LED development projects, taking photos and videos and writing progress reports for submission and presentation at management meetings

DIRECTORATE: HUMAN SETTLEMENT AND PLANNING

ASSISTANT DIRECTOR: SPATIAL PLANNING AND LAND USE

Division: Spatial Planning and Land Use Management
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • Relevant tertiary qualification preferably a Masters' Degree in Urban Design or equivalent Planning degree • Registration as a professional planner / architect / urban designer • Computer Literacy: MS Office • Managerial and negotiating skills • Code EB Driver's License • Excellent report writing and presentation skills Supervisory Skills • Good human relations, communication and interpersonal skills • The incumbent has to have knowledge and experience in this field as a position must lead and give guidance as well as effect to municipal policy and strategies • 8 years or more relevant experience required •

KEY PERFORMANCE AREAS: • Identify and define the immediate, short and long-term objectives / plans associated with urban designs and architectural projects, land use management scheme, spatial development and GIS • Ensure project monitoring mechanisms are in place • Manage and control issues / concerns raised during the management of projects / deliverables and assign appropriate resources to take ownership of the monitoring of results • Prepare capital and operating estimates for the section and, approves and controls project related expenditure against the budget allocations • Manage the formulation of specific contracts and tender documents and controls contractual obligations • Ensure that all parties are aware of agreements and required actions when the issues are resolved • Identify and act on opportunities to partner with other departments in the municipality to achieve desired results • Implement interventions, necessary to remedy or remove obstacles hindering progress of Integrated Architectural Projects • Display specialist knowledge in areas of planning and have detailed knowledge of regional, provincial and national planning contexts

DIRECTORATE: PUBLIC SAFETY, FLEET AND FACILITIES MANAGEMENT

ASSISTANT DIRECTOR: FIRE AND DISASTER

Division: Fire and Disaster Management
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • Relevant tertiary qualification, preferably a Diploma or Bachelor Degree in Fire Technology as well as relevant managerial experience • Computer Literacy • Code B Driver License • Supervisory skills • Reporting Skills • Attention to Detail • Good fire and disaster management services and administrative skills
12 years including relevant managerial experience

KEY PERFORMANCE AREAS: • Ensure and effective fire and disaster

management services functions to meet the Municipality's objectives • Direct, plan, lead and control a continuous and integrated multi-disciplinary and multisector process of planning and implementation of measures to prevent or reduce the risk of disasters, mitigate the severity thereof, manage the preparedness and responses to emergency situations and post disaster recovery • Ensure compliance and enforcement of appropriate legislation
Lead and manage the fire services and oversee emergency operations • Drive service delivery mandates and strategy to meet community standards • Set up structures and processes that encourage effective working relationship with the media • Explain why and how money is being spent in the municipality to stakeholders and the public

ASSISTANT DIRECTOR: TRAFFIC AND LICENSING

Division: Traffic and Licensing Services
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 • Relevant Degree or B-Tech / Policing degree • Basic training qualification • Code B Drivers licence • No Criminal Record • Firearm proficiency • 8 years or more relevant experience required inclusive of proven supervisory / managerial experience

KEY PERFORMANCE AREAS: • Make sure that local objectives are agreed in partnership with local statutory and voluntary agencies • Set up structures and processes that encourage effective working relationships with the media • Explain why and how money is being spend in the municipality to stakeholders and the public • Lead, guide, instruct, delegate and motivate subordinates by means of regular staff meetings and daily interaction • Ensure that health and safety procedures are adhered to • Ensure compliance with the requirements of the Municipal Legislations and prescribed Acts • Ensure that traffic and licensing is managed effectively and in accordance with legislation and Municipal policies • Ensure that all correspondence pertaining to the section are attended in good time

Applications must be accompanied by a comprehensive typewritten or legible Curriculum Vitae, certified copies of relevant certificates, Identity Document and a complete Madibeng Local Municipality Employment Form for non-senior managers' vacancies (available on www.madibeng.gov.za/vacancies).

All qualifying applicants for all positions will be considered for employment without regard to race, colour, religion, gender, sexual orientation, age, disability status, or any other characteristics protected by law. Appointments will be made according to Council's Employment Equity Plan.

Applications must be delivered by hand at Rooms 200, 202 or 211, Second Floor, Madibeng Municipal Offices, 53 Van Velden Street, Brits or mailed to: The Director: Corporate Support Services, Vacancies P.O Box 106 Brits 0250. Kindly direct any enquiry to Ms. Lerato Mokgatle on 012 493 7570.

NB: Council reserves the right to withdraw, amend and /or suspend the process at any time when necessary.

Closing Date: Extended to 16 May 2025 at 16H00

