

INTERNAL VACANCIES
DATE 26 MAY - 02 JUNE 2023

Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of gender, race and disability. Suitably qualified persons are hereby invited to apply for the following vacancies which will be filled in terms of the Employment Equity Plan of the Municipality. Candidates whose appointment will enhance representativity of employees from the designated groups are encouraged to apply.



PLEASE BEWARE OF THE SCAM WHERE INDIVIDUALS ARE REQUESTING MONEY IN EXCHANGE OF EMPLOYMENT WITHIN THE MUNICIPALITY AND PLEASE DO NOT MAKE ANY FORM OF PAYMENT IN RESPECT OF EMPLOYMENT OFFER.

ECONOMIC DEVELOPMENT AND PLANNING DEPARTMENT	
Unit: Development Planning	
Position: Senior Officer – Building Control and Administration MLM/INFR/HSB/002	
Employment Term	Permanent
Task Grade	11
Basic Salary	R 289 366 – R 375 611 P. A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Home Owner Allowance.
Advertisement Platforms	Internal Municipal Notice Boards
Employment Equity Targets	Preference will be given to Coloured Female, Coloured male, Indian Female, Indian Male and White Female.
Minimum Requirements	• Matric • A relevant National Diploma qualification as stipulated in the National Building regulations • 5-8 years' building industry experience • Computer Literacy- MS Office • Valid code EB driving license • Eligible to be registered as Peace Officer. (Law Enforcement Officer)
Knowledge	• Knowledge of the National Building Regulations and Building Standards Act, No 103 of 1977.
Key Responsibilities	• Assess building control applications submitted to the Municipality, attend to specific priorities, administrative tasks and monitors the execution of procedural applications. • Coordination of specific procedures associated with monitoring work-in-construction and inspection generally. • Implementation and control of administrative activities/tasks associated with recording, reporting, and dealing with illegal construction. • Monitor state-funded and Municipal initiated constructions including low cost housing. • Disseminate information in the immediate or shorter term objectives and current developments, problems and constraints. • Coordinate and control activities/tasks associated with personnel performance, productivity and discipline. • Perform any other duty assigned by competent authority.
BUDGET AND TREASURY OFFICE	
Unit: Revenue and Expenditure Management	
Position: Debt collection officer (Ref Number: MLM/BTO/REM/013)	
Employment Term	Permanent
Task Grade	10
Basic Salary	R 245 099 – R 318 178 P.A

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Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Home Owner Allowance.
Advertisement Platforms	Internal Municipal Notice Boards
Employment Equity Targets	Preference will be given to White Female, Indian Female, Indian Male, Coloured Female and Coloured Male.
Minimum Requirements	• Matric • A relevant 3-year tertiary qualification, preferably a National Diploma or B-Com with financial accounting as a major subject. • Minimum of 2 years' relevant experience. • Understanding of MScoa compliant financial management system, MFMA. • Computer literacy (MS Word, Excel and PowerPoint).
Knowledge	• Knowledge of applicable local government legislations (e.g. MSA, MFMA, and others as applicable).
Key Responsibilities	• Facilitating of customer accounts as listed in the age analysis and collection of outstanding accounts. • Preparing and sorting customer statements for postage. • Documenting payment term arrangements as agreed to with the customer and/or executing write off sequences for unrecoverable debts upon approval. • Attending to specific correspondence/telephonic enquiries, communicating and providing routine information and/or referring queries to appropriate departments/personnel for attention. • Facilitating debt awareness to the municipal staff and outside debtors. • Liaising with government departments and farm owners. • Perform any other duty assigned by competent authority.

COMMUNITY SERVICES DEPARTEMENT

Unit: Public Amenities and EPWP

Position: 2X Administrators - EPWP Implementation (Ref Number: MLM/COM/009)

Employment Term	Permanent
Task Grade	09
Basic Salary	R 217 703 – R 282 598 P.A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Home Owner Allowance.
Advertisement Platforms	Internal Municipal Notice Boards
Employment Equity Targets	Preference will be given to White Female, Indian Female, Indian Male, Coloured Female and Coloured Male.
Minimum Requirements	• Grade 12 • National Diploma in Public Administration / Public Management / Bachelor of Arts in Political Science. • 2 years' experience in EPWP programme. • Computer literacy – Ms Office Applications • Fluent in 2 or more Matatiele Spoken African Languages • Code B / C1 Driving Licence • Willingness to work over and above call of work and under pressure.
Knowledge	• Understanding of Extended Public Works Employment Programme as a key National programme for alleviation of poverty and skills development. • Works independently and could supervise staff.
Key Responsibilities	• Supports the coordinator in the implementation of all activities associated with EPWP projects at field level. • Monitors and controls procedural applications associated with the implementation of EPWP. • Monitors and evaluates the communication phases of EPWP preparing a detailed procurement plan for the life span of the programme. • Disseminates information on EPWP impacts applicable to the functionality and provides all relevant reports detailing interventions, outcomes and forward to immediate supervisor. • Developing filling system and plans to capture the life span of projects and maintain proper information management. • Perform any other duty assigned by competent authority.

Unit: Public Amenities and EPWP

Position: General Assistant - Halls, Preschools and Sports field (Ref Number: MLM/COM/PA&E/003)

Employment Term	Permanent
Task Grade	03
Basic Salary	R 112 647 – R 126 800 P.A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Home Owner Allowance.
Advertisement Platforms	Internal Municipal Notice Boards
Employment Equity Targets	Preference will be given to African Female, Coloured Female and Coloured Male.

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Electrical Services: 079 522 9770 Prepaid Sales: 079 523 322 Finance Office: 039 737 3565 Disaster and Fire: 039-2560610/679 523 2223

Police(SAPS): 039-7379904/9905 Water: 082 520 1476 Ambulance: 10177 Traffic: 079 522 9774



Minimum Requirements	• Grade 09 or equivalent • Minimum of 6 months' relevant experience. • Potential and willingness to learn • Handyman / plumbing basic knowledge will be advantageous.
Knowledge	• Housekeeping and public facilities routine maintenance. Works independently
Key Responsibilities	• Assist in the indoor and outdoor cleaning / maintenance of halls, sports fields, Matatiele library and any other public amenities • Report leaks, sewer blockages and other ablution facilities related maintenance to Public Amenities Supervisor • Attend to the surroundings, picking up litter and or / and sweeping paved areas / walkways. • Work over and above call of work and under pressure. • Perform any other duty assigned by competent authority.

CORPORATE SERVICES DEPARTMENT

Unit: Human Resources Management and Development

Position: Administrator - Staff Provisioning and Records Management (Ref Number: MLM/COR/HRM/013)

Employment Term	Permanent
Task Grade	09
Basic Salary	R 217 703 – R 282 598 P.A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Home Owner Allowance.
Advertisement Platforms	Internal Municipal Notice Boards
Employment Equity Targets	Preference will be given to White Female, Indian Female, Indian Male, Coloured Female and Coloured Male.
Minimum Requirements	• Grade 12 • A relevant 3-year tertiary qualification in Human Resources Management or related field • Minimum of 1-year relevant experience required • Computer literacy – Ms Office Applications • Fluent in 2 or more Matatiele Spoken African Languages • Willingness to work over and above call of work and under pressure.
Knowledge	• Knowledge of Human resources management legislation and Applies basic concepts and knowledge to the Human Resources function.
Key Responsibilities	• Implement activities associated with the Advertising of the vacant, funded posts of the municipality. • Conduct procedural requirements associated with receiving and compiling applications. • Implement the activities /task associated with the formal appointment of the incumbents. • Processes and maintains personnel records management. • Coordinates general functions associated with the administration duties. • Perform any other duty assigned by competent authority.

Unit: Administration and Council Support

Position: Officer – Secretariat Services (Ref Number: MLM/COR/AS/006)

Employment Term	Permanent
Task Grade	10
Basic Salary	R 245 099 – R 318 178 P.A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Home Owner Allowance.
Advertisement Platforms	Internal Municipal Notice Boards
Employment Equity Targets	Preference will be given to White Female, Indian Female, Indian Male, Coloured Female and Coloured Male.
Minimum Requirements	• Grade 12 • A relevant 3-year tertiary qualification in Public Administration or related field • Computer literacy – Ms Office Applications • Minimum of 1-year relevant experience required. • Willingness to work over and above call of duty and under pressure.
Knowledge	• Must have a Knowledge of Local Government Structures Act, Systems Act and rules of Orders.
Key Responsibilities	• Secretarial support to Council meetings through the application of laid down meeting procedures and recordings at meeting • Co-ordinates specific logistical and procedural requirements associated with Council meetings • Provides secretarial support to various Committee and Sub Committee sittings within the Municipality • Executes administrative activities associated with preparation of documents and correspondence for circulation • Prepare and submit all relevant reports of minutes and agendas to immediate supervisor. • Perform any other duty assigned by competent authority.

Unit: Administration and Council Support

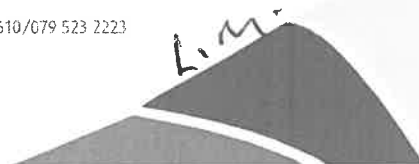
Position: Security and Loss Control Officer (Ref Number: MLM/COR/AS/002)

Employment Term	Permanent
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Electrical Services: 072 522 9770 Prepaid Sales: 079 523 322 Finance Office: 039 737 3565 Disaster and Fire: 039-2560610/079 523 2223

Police(SAPS): 039-7379904/9905 Water: 082 520 1476 Ambulance: 10177 Traffic: 079 522 9774



Task Grade	10
Basic Salary	R 245 099 – R 318 178 P.A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Home Owner Allowance.
Advertisement Platforms	Internal Municipal Notice Boards
Employment Equity Targets	Preference will be given to White Female, Indian Female, Indian Male, Coloured Female and Coloured Male.
Minimum Requirements	• Grade 12 • National Diploma in Security Management or Equivalent. • Minimum of 2-year relevant experience required. • Computer Literacy- Office Applications. • Valid Code B driver's license.
Knowledge	Technical knowledge of security systems.
Key Responsibilities	• Attends to specific priorities, administrative tasks and activities and, monitors the execution of procedural applications. • Co-ordinates the application of specific procedures associated with identifying and assessing the severity of potential risk factors. • Attends to operative requirements and procedures during potential and actual security risk. • Maintains safe and secure environment for customers and employees by monitoring patrolling of premises and personnel. • Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality. • Monitor security systems such as alarms and closed-circuit cameras. • Perform any other duty assigned by competent authority.

CLOSING DATE : 02 JUNE 2023 @ 16H00

Enquiries should be addressed to the Manager: Human Resources Management and Development, Mrs. E. Moeti either by email @ EMoeti@matatiele.gov.za or telephone (039) 737 8247

IMPORTANT NOTE TO APPLICANTS:

- Failure to submit documents listed above will result in disqualification of applicants;
- Background screening and vetting of qualifications and references will be conducted on shortlisted candidates;
- Proof of canvassing will lead to the disqualification of applicants;
- No faxed, emailed and late applications will be considered;
- Correspondence will be limited with selected applicants;
- The Municipality reserves the right not to appoint in respect of the advertised posts; and
- All appointments are made according to the Council conditions of service.

Please apply by filling in the Application for Employment Form obtainable from our website: www.matatiele.gov.za (not Z83 form) or from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 27 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Code B Driving Licence (where applicable) to:

FOR ATTENTION: THE GENERAL MANAGER - CORPORATE SERVICES DEPARTMENT

*The General Manager: Corporate Services
Matatiele Local Municipality
P.O. Box 35
Matatiele
4730*

OR

*The General Manager: Corporate Services
Matatiele Local Municipality
102 Main Street
Matatiele
4730*

**MR. L. MATIWANE
MUNICIPAL MANAGER
Notice No : 2022/2023-252**

The municipality urges all employees, members of council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Human Resources Management and Development Unit.

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