

VACANCY NOTICE NO:08/2023/24
DATE 16 FEBRUARY – 01 MARCH 2024

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.

NB: THIS IS A RE-ADVERT. PERSONS WHO APPLIED BEFORE MAY RE-APPLY

DEPARTMENT: COMMUNITY SERVICES
Unit: Public Safety

Position: Manager - Public Safety (Ref Number: MLM/COM/PS/001)

Employment Term	5-year Fixed Term Contract
Task Grade	16
Total Remuneration Package	R 1 136 497,96 P.A.
Advertisement Platforms	National Newspaper, Provincial Newspaper, Local Newspaper, Municipal Website and Municipal Notice Boards
Employment Equity Targets	Preference will be given to Coloured female and Coloured male.
Minimum Requirements	<ul style="list-style-type: none"> • Grade 12 / Matric. • Tertiary Qualification in Metropolitan & Traffic Policing & Management • Computer Literacy MS Office • Valid code B driving licence • No criminal record (provide fingerprint results) • Certificate / proof of Fire arm proficiency • B Tech / Degree in the related field will be an added advantage. • 8 years' relevant experience of which 3years must be in supervisory level. • Willingness and ability to work over and above call of work and under pressure.
Knowledge	<ul style="list-style-type: none"> • Demonstrates knowledge and understanding of the roles and interactions with the National and Provincial departments of transport and complexities of the three spheres of government in National Land Transport Act as well as National Road Traffic Management Act.
Key Responsibilities	<ul style="list-style-type: none"> • Monitor and evaluate the employee's performance • Provision of strategic leadership and guidance • Provision of effective and efficient administrative services • Ensure compliance with all relevant pieces of legislation and agreements or applicable legal/statutory requirements • Ensure development and implementation of policies • Budget/Financial Management and Control • Co-ordinates and monitors sequences associated with the implementation of statutory laws and By-laws related to Law enforcement and Licensing to ensure any contravention of the laws are appropriately dealt with thereby contributing to safer community. • Compile policy and procedure manual and standard operating procedures for all functions and agencies in order to

Where Nature, Agriculture, Tourism are Investments of Choice.

Electrical Services: 079 522 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

	ensure the retention of agency services and the maintenance services provision to the community. • Co-ordinates and controls key dimensions and requirements associated with the provision of a security services, Fire and Disaster management services in order to ensure a safe and secure environment is promoted and maintained contributing to the economic and social wellbeing of the area. • Perform any other duties that may be assigned by competent authority.
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**Unit: Public Safety
Position: Senior Traffic Officer (Ref Number: MLM/COM/ PS/032)**

Employment Term	Permanent
Task Grade	11
Basic Salary	R 304 992.00 – R 395 894.00 P.A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Home Owner Allowance.
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice
Employment Equity Targets	Preference will be given to Coloured female, Coloured male and African female.
Minimum Requirements	• Grade 12/ matric. • Traffic diploma from accredited institution. • Registered as a traffic officer. • Code EB driving licence. • No criminal record. • Firearm proficiency. • Physical fit. • Minimum of 5 years' relevant experience required of which 2 years must be supervisory experience.
Knowledge	• Takes control of specific operational activities and related incidents.
Key Responsibilities	• Co-ordinate specific activities associated with controlling traffic flow and public safety. • Monitors the local area and attend to specific security operations and acts on situations / behaviour deemed to be inappropriate or non-conforming. • Enforces specific bylaws, road traffic and safety regulations. • Leads and oversee law enforcement teams on special operations and completes specific reports, statutory documentation and registers. • Issue infringement notices to offenders and also effect arrest when necessary. • Perform any other duties that may be assigned by competent authority.

**Unit: Public Safety
Position: Traffic Officer (Ref Number: MLM/COM/ PS/013)**

Employment Term	Permanent
Task Grade	09
Basic Salary	R 229 459.00 – R 297 858.00 P.A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Home Owner Allowance.
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice
Employment Equity Targets	Preference will be given to Coloured female, Coloured male, White female and White male.
Minimum Requirements	• Grade 12/ Matric • Traffic diploma from accredited institution • Registered as a traffic Officer. • 2-5 years' relevant experience. • Code B driving license • No criminal record • Physical fit.
Knowledge	• Operates within set procedures and guidelines.
Key Responsibilities	• Co-ordinate specific activities associated with controlling flow and public safety. • Monitors the local area and attend to specific security operations and acts on situations/ behaviour deemed to be inappropriate or non-conforming. • Enforces bylaws, road traffic and safety regulations. • Issue infringement notices to offenders and also affect effect arrest when necessary. • Execute arrest warrants. • Perform any other duties that may be assigned by competent authority.

**Unit: Public Amenities and EPWP
Position: Data Capturer (Ref Number: MLM/COM/ PA/010)**

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

Employment Term	Three years fixed term contract
Task Grade	09
Total Remuneration Package	R 321 242.60 P.A
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice
Employment Equity Targets	Preference will be given to African female, Coloured female and Coloured male.
Minimum Requirements	<ul style="list-style-type: none"> • Grade 12 • National Higher Certificate in Administration or National Diploma in Public Administration / Public Management / Office Administration/ Political Science • Computer literacy – Ms Office Applications • 2 years' experience in EPWP Data capturing or EPWP programme • Fluent in 2 or more Matatiele Spoken African Languages • Code B Driving Licence will be advantageous • Willingness to work to work over and above call of work and under pressure.
Knowledge	<ul style="list-style-type: none"> • Provides routine clerical support and follows standard procedures. • Understand and know how to report on EPWPRS.
Key Responsibilities	<ul style="list-style-type: none"> • Attends to specific enquiries/ queries with respect to EPWP projects. • Co-ordinates and controls the administrative data processing, and reporting requirements related to EPWP projects. • Applies specific procedures associated with maintaining system functionality. • Coordinates and prepare the visit and making sure that all the relevant documents are correctly and available. • Coordinates activities/ tasks associated with administrative duties. • Perform any other duties that may be assigned by competent authority.

CORPORATE SERVICES DEPARTMENT
Unit: Public Participation and Customer Care
Position: Customer Care Officer (Ref Number: MLM/COR/PP/002)

Employment Term	Permanent
Task Grade	10
Basic Salary	R 258 334.00 – R 335 359.00 P.A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Home Owner Allowance.
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice
Employment Equity Targets	Preference will be given to African female, Coloured female and Coloured male.
Minimum Requirements	<ul style="list-style-type: none"> • Grade 12, plus National Diploma in Public Admin, Public Relations, Social Science and Developmental Studies. • Excellent computer skills in Outlook, MS. Word, MS. Excel, PowerPoint, Internet. • Good Communications Skills both personal and interpersonal skills • 2 years' experience in the field of Customer Service. • Willingness and ability to work over and above the call of work and under pressure.
Knowledge	<ul style="list-style-type: none"> • Knowledge of obtaining and analysing the information from the customer, customer services principles and practices.
Key Responsibilities	<ul style="list-style-type: none"> • Writing reports containing qualitative and quantitative information on the status of specific deliverables. • Implementing of standard operation procedures/systems and controls through regular evaluation and assessment. • Improving customer services quality results through studying evaluating, and redesigning processes and implement changes, providing help desk resources, technical advice, resolving problems, disseminating advisories warning and techniques. • Discussing and prioritising programmed actions with Manager: Public Participation Services for specific participatory and development initiatives, verifying resource allocations and execution procedures. • Attending Section 4 meetings relating to Regulations of Gathering Act 205 of 1981. • Perform any other duties that may be assigned by competent authority.

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Closing Date : 01 March 2024 @ 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 below 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
102 Main Street
MATATIELE, 4730*

Date _____

**MR. L. MATIWANE
MUNICIPAL MANAGER
Notice No : 2023/2024-158**

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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