

Nketoana Local Municipality

Reitz, Mamafubedu, Lindley & Arlington

NKETOANA LOCAL MUNICIPALITY EXTERNAL / INTERNAL ADVERTISEMENT

The Municipality hereby invites applications from qualified, experienced, innovative, and energetic individuals to apply for the following vacant positions.

DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES

PMU Administrator

REMUNERATION: R 273 813.87 per annum level 5/4

Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance).

REQUIREMENTS: Grade 12. National Certificate (NQF Level 5) in Civil Engineering. Must be computer literate. Must be able to do presentations in public settings. Must have report writing and data capturing skills.

EXPERIENCE: At least 2 years' experience in a civil engineering role, site or office based.

KEY PERFORMANCE AREAS: develop and maintain database of Projects, capture monthly progress reports of site activities. Reporting system (online Both MIS and EPWPRS systems) which training will be provided. Provide an exception reports on data received and captured, Admin tasks (minute taking and typing), maintain PMU project filling- ensure all supporting documentation is on file for Audit Purposes. Assist in environmental programs/ projects Communicating with consultants, contractors and other municipal officials. Compare data with source documents, i.e. Compile sort and verify accurate list of data with supervisors before details captured on the MIS or EPWPRS offline and on line project template identify data errors and report to supervisors. Regularly communicate and give guidance to project managers regarding data required, issues and etc.

DIRECTORATE: MUNICIPAL MANAGER'S DEPARTMENT

FIELD TECHNICIANS X2 (Re – Advert)

REMUNERATION: R 273 813.87 per annum level 5/4 Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance).

REQUIREMENTS: Grade 12. National Diploma in IT. Azure, Preferred (A+, N+), Industry Certificates will be an added advantage.

EXPERIENCE: 2 years'+ experience. Strong working of Microsoft based operating system with emphasis on windows 10 Pro, 11 Pro. Experience with 2022 exchange server administration. Some TCP/IP experience. Basic understanding of PC hardware setup and configurations. Repairs of HDD and LED monitors. Software installation e.g AV, Microsoft 365.

KEY PERFORMANCE AREAS: Provide on-site technical support for hardware, software and network issues. Troubleshoot and resolve computer and peripheral device problems quickly and efficiently. Perform regular and resolve computer and peripheral device problems quickly and efficiently. Perform regular system maintenance and updates to ensure optimal performance. Educate clients on best practices for IT security and system use. Collaborate with the IT support team to address complex issues and escalate when necessary. Maintain detailed records of service calls and technical support activities. Strong knowledge of computer systems, networks and software applications. Proficiency in diagnosing and resolving technical issues. Excellent communication and interpersonal skills. Ability to work independently and manage multiple tasks effectively.

NB: Applicants who applied before, are encouraged to re-apply.

Enquiries: J Mokwena @ 058 050 3168/69/70

APPLICATIONS AND CONDITIONS OF APPOINTMENT:

1. Applicants must fill in an Application Form (Annexure B) obtainable at Municipal Offices or Download Application Form directly from the Nketoana Local Municipality website www.nketoanalm.gov.za.
2. **No Applications will be considered if it is not on the Official Application Form. The application form must be accompanied by detailed CV with contactable references, certified original**



copies of qualifications not older than 3 months, Identity document, and covering letter depicting the post applied for. Faxed or e-mailed applications will not be considered.

3. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.
4. The successful candidate will be required to sign an Employment Contract on or before assumption of duty and the necessary Disclosure of Financial Interest Forms.
5. Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of 90 days after the closing date of the advertisement, kindly accept that your application has been unsuccessful.
6. The municipality reserves a right not to appoint any applicant to this position.
7. A candidate who canvasses for preference will be disqualified.
8. Fraudulent qualifications, information or documents will disqualify any applicant
9. Candidates from the designated groups, including those with disabilities are encouraged to apply.
10. The Municipality will never request money from a candidate in exchange of being awarded a vacant post, we are not selling posts, should such act occur please report it to the National Prosecuting Authority (NPA)
11. No subsistence costs will be paid to any candidates invited for interviews.

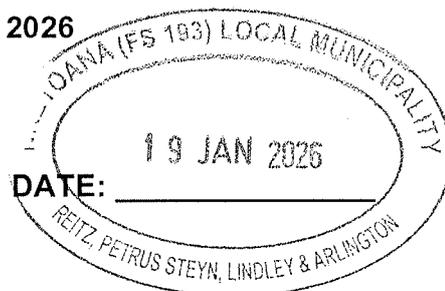
Application form, Covering Letter with comprehensive CV's and original certified copies of qualifications must be posted to the address below, or be hand delivered at Cnr. Church & Voortrekker St, Reitz.

The Municipal Manager
Nketoana Local Municipality
PO Box 26,
Reitz,
9810

CLOSING DATE FOR THE POSITION: 06 February 2026



MR SM NHLAPO
MUNICIPAL MANAGER



“TOGETHER WE CAN DO MORE”