

**Nketoana Local Municipality
Reitz, Petrus Steyn, Lindley & Arlington**

ADVERTISEMENT-PERMANENT POSTS

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

DIRECTORATE: LED, TOURISM AND PLANNING

MANAGER LED & TOURISM

REMUNERATION: R 550 741.69 per annum Level 1. Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance, cellphone allowance and transport allowance)

REQUIREMENTS: Grade 12. Degree in Tourism and Economic development / relevant 3-years tertiary qualification from a recognised institution. Computer literacy: MS Office. Un-endorsed driver's license

ADDED ADVANTAGE: Post Graduate qualification in Project Management

EXPERIENCE: 8 years' relevant experience.

KNOWLEDGE: Demonstrated knowledge and understanding of Local government legislation and constitutional mandate. Demonstrate understanding of the roles, interactions and complexities of the three spheres of government in economic empowerment and development. Demonstrate knowledge and understanding of Local economic development project and programme management.

KEY PERFORMANCE AREAS: Developing standards for performance or instructing reporting staff to do so, to ensure standardization of performance levels and operations. Directing economic and social development planning activities for the municipality area in line with regional, provincial and national activities. Liaising with provincial and national bodies to provide feedback and influence decisions on Economic Development issues

DUTIES: Managing grants with support from grand funding through the management of projects and providing feedback to donors on progress of projects and ensuring all procurement opportunist within the Unit support affirmative consultancies. Analyze and process statistic data relating to the socio-economic profile of the area. Develop policies for

council based on research and develop strategies for council to promote LED. Establish partnership between the municipality and other role players in perusing project and initiatives regarding LED, resolve conflict that occurs between role players regarding initiatives and projects. Co-ordinates activities and procedures associated with direct supervision and monitoring of personnel, services and status/general condition of the Local Economic Unit to ensure acceptable levels of quality performance are maintained and, the general maintained standard monitored, and appropriate corrective measures are executed. Manage and co-ordinate Economic Development activities to ensure the functionality through recognition of immediate priorities and long-term interventions by the unit. Responsible for the execution of projects (strong knowledge of project management) regarding Local Economic Development. Conduct research and development on various economic considerations especially market research that can be of use to our entrepreneurs. Application of generic management functions to reach the set objectives the Finance Department and drafting reports to report expenditure to ensure correct administration of the funding. Apply

EXECUTIVE SECRETARY TO DIRECTOR LED, TOURISM & PLANNING (Re – Advert)

REMUNERATION: R 344 444.90 per annum Level 4/4 Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing, medical aid allowance and cellphone allowance)

REQUIREMENTS: Grade 12(NGF Level 4), Certificate in secretarial or equivalent qualification from recognized institution. Computer literacy. Planning, Organizing, and Decision-making skills. Ability to work under pressure without supervision. Ability to work with people. Open and Friendly disposition in all communication. Confidentiality and reliability. Ability to handle documents and correspondence. Willingness to work irregular hours. Un-endorsed driver's license

EXPERIENCE: 2 – 5 Years experience

KEY PERFORMANCE AREAS: Arrange meetings for the Director LED, Tourism and Planning. Perform general administration duties e.g. send and receive faxes, e-mail, make photocopies, type letters, memos, agendas, reports, and schedule and update appointments. Record queries from public and personnel. Provide secretarial support for meetings. Organize travel and accommodation arrangements for the Director LED, Tourism and Planning. Maintain proper filing system in the office of the Director. Maintain strict confidentiality when working with documents related to staff members or other matters. Effective monitoring of time sheet in Department of LED, Tourism and Planning and general customer services.

Enquiries: M Mahamotsa @ 058 050 3168 / 69 / 70



DIRECTORATE: CORPORATE SERVICES

LEGAL PRACTITIONER

REMUNERATION: R 463 327.29 per annum Level 3. Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance, cellphone allowance and transport allowance)

REQUIREMENTS: Grade 12. B degree in Law/LLB. Computer Literacy – MS Office. Have a valid driver's license.

EXPERIENCE: 5 years relevant experience.

COMPETENCIES: Legal drafting. Advocacy and Negotiation. Ethics and Professionalism. Litigation Management. Compliance Management. Deadline driven. Attention to detail.

KEY RESPONSIBILITIES: Provide Legal opinion. Assist with the process of drafting by-laws. Maintain a contract register. Assist with drafting of contracts, Service level agreements and memorandum of understanding. Develop and review policies. Represent the municipality in courts. Develop and implement litigation strategies. Attend to daily request for legal advice from departments. Analyze litigation risks. Compile a compliance register. Conduct legal research. Perform investigations. Draft monthly, quarterly and annual reports. Liaise with external attorneys. Perform any ad hoc duties from time to time.

RECORDS MANAGEMENT OFFICER X2 (RE-ADVERT)

REMUNERATION: R 344 444.90 per annum Level 4/4. Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance)

REQUIREMENTS: Grade 12. Higher Certificate in Archives and Records Management. Computer Literacy. Ability to communicate in local languages. Ability to work on initiative and under pressure. Proper understanding of the working records systems and their applications. High level of confidentiality.

EXPERIENCE: 3 - 5 years' relevant experience in the fields of paper-based and electronic records management.

KEY RESPONSIBILITIES:

Policy and Procedures

Ensure that records are archived in line POPI Act. Define and implement records management policies and strategies. Ensure that archive is in line with correct records managements practices. Responsible for the capacitation of all departments with the relevant knowledge and tools to ensure maintenance of records in each functional area aligned to records management policy and procedures.

Records Management

Contribute to the maintenance of records management system (electronic and paper based) in a manner that ensures availability, integrity and confidentiality of all files. Manage the transfer of files to the approved system. Ensure that all internal and external correspondence



is correctly administered and filed. Ensure that data provided for archival reporting is accurate and reliable.

Maintenance of Filing System

Responsible for the implementation of the approved file plan. Responsible for the day-to-day organization and space allocation of files. Collaborate with management across the organization to establish data and records cleanup, maintenance, and quality control processes.

Disposal and Protection of Records

Provide input to the disposal plan of all the old records. Ensure adherence to legal retention standards. Communicate to staff on disposal updates and ensure adequate disposal and protection of documents in line with Archive Regulation.

DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES

MANAGER: ELECTRICAL AND MECHANICAL

REMUNERATION: R 550 741.69 per annum Level 1. Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance, cellphone allowance and transport allowance)

REQUIREMENTS: Grade 12. Tertiary qualification in Bsc Electrical Engineering or B Tech Electrical Engineering from a recognised institution. Computer literacy: MS Office. Un-endorsed driver's license. Registration with relevant council.

EXPERIENCE: 8 years' relevant experience.

KEY PERFORMANCE AREAS: Identifying with the key deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of Electrical services and fleet. Mapping out initiatives and interventions necessary for the delivery of a professional and quality service with due consideration given to the needs of the targeted beneficiaries and priorities requiring attention. Formulating required annual plans (SDBIP and performance plans) in accordance with Nketoana Local Municipality's strategic plans and mandate. Keeping abreast with technological developments in the rehabilitation and maintenance of Electrical infrastructure and fleet. Analyzing and aligning requirements with operating capacity and capability. Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the department's Business and Strategic Plans. Presenting a conceptual framework of current and future interventions necessary to achieve acceptable levels and standards of service delivery for consideration and inclusion into the department's short/ long term performance and service delivery plans. Defining/ adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory regulations. Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements. Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected short-listed curriculum vitas and interviews. Conducting appraisals to measure performance against agreed objectives, counseling and consulting with personnel on developmental goals, career paths and short-term targets and standards. Monitoring the adequacy of current training interventions



through the evaluation of competency demonstrated in workplace applications and preparing progress and assessment reports for inclusion into the consolidated Skills Development Plan of the Department. Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures and Codes of Good Practice encapsulated in Employment Legislation.

Enquiries: M.L Mokoena – 058 050 3168

DIRECTORATE: FINANCE

MANAGER: BUDGET AND REPORTING

REMUNERATION: R 550 741.69 per annum Level 1. Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance, cellphone allowance and transport allowance)

REQUIREMENTS: Grade 12. Tertiary qualification in Accounting related fields (B.Tech or Bachelor's degree or equivalent NQF Level 7 qualification).. Computer literacy: MS Office. Un-endorsed driver's license. Honours' Degree (NQF Level 8) will be an added advantage.

EXPERIENCE: 8 years' relevant experience covering all aspects of the relevant financial process.

KNOWLEDGE: Legislation particularly the MSA, MFMA Budget Regulations, GRAP, MSCOA, VAT and knowledge of financial management.

KEY PERFORMANCE AREAS: Analysing and aligning operating capacity and capabilities of the municipality to deliver against specific key performance areas. Studying capital and operating budget trends and forecasts received from internal departments and preparing estimates with due consideration to internal and external funding requirements and limitations. Evaluating and commenting on the strengths, weaknesses, opportunities and threats arising out of operational activities and deliverables in detailed financial reports submitted for perusal. Preparing and presenting reports detailing the status of expenditure and availability of funds for current and short-term interventions to sub-committees and strategic management planning workshops. Analyzing and verifying financial statements and reports and interpreting financial solvency and stability. Monitoring transactional sequences associated with expenditure for capital and ad-hoc projects/ programmers and approving transactional financial reports on projects prior to release for Management perusal and comment. Verifying the maintenance of the Asset Management System and verifying consequential expenditure and income to the general Ledger as a result of Capital Construction or Acquisition. Researching and interpreting reports and compliance requirements to provide an analysis into strategic input and financial projections. Co-ordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance exercises, checking and verifying information/ records submitted satisfies the scope of requirements. Monitoring control measures in respect of the application of relevant instructions with regards to institutional control on assets, inventory and services. Planning and maintaining an approved supplier database and reviewing and



locating potential suppliers, verifying information supplied by potential suppliers, and liaising with Procurement Section pertaining to supplier registration. Compiling and maintaining the implementation of approved budgets, analyzing and correcting/approving deviations of incidental costs. Verifying that the municipality is provided with uninterrupted flow of materials, goods and services and checking products and confirming/ acknowledging details recorded on transactional documentation correspond with receipts.

PAYROLL OFFICER

REMUNERATION: R 344 444.90 per annum Level 4/4. Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance)

REQUIREMENTS: Grade 12. Tertiary qualification in Accounting related fields or Payroll Administration related fields (National Diploma or equivalent NQF Level 6 qualification). Computer Literacy. Ability to work on initiative and under pressure. Proper understanding of the working SAGE 300 people systems and their applications. High level of confidentiality. NQF level 7 will be an added advantage.

EXPERIENCE: 3 - 5 years' relevant experience in finance or payroll (municipal environment).

KEY RESPONSIBILITIES: Processing payroll parameters/ fields on the system with regards to statutory deductions, rates of pay, transfers, etc. Capturing new employees into the system, including resigning the employee from the system. Collating information on salary input relating to changes to individual salary packages and capturing them onto the computer and processing salary input data gathered from approved source documents. Capturing salary and wage information, including S & T claims for employees/ councillors against specific control votes and inserting required information with respect to benefits to activate deduction sequences. Drawing up a data vetting and checking it against input to verify accurate data capture before processing and double checking the accuracy of allowances such as overtime and standby as well as long service bonus before processing them onto the system for payment. Verifying that all the submitted allowances for payment processing have been authorized by HODs. Preparing a dummy run to check mistakes and running the payroll live one day before the 25th and importing online banking for payment. Generating payroll reports and distributing salary advice slips to employees. Processing the timeous payment of payroll creditors viz. Receiver of Revenue; Pension/Provident Fund Administrators; Medical Aid Administrators; South African Local Government Bargaining Council; Unemployment Insurance Fund; SAMWU & IMATU Unions, etc. Handling monthly payroll processing, dealing with SARS queries related to PAYE, UIF and SDL. Effecting tax year end procedures; making SARS submission and reconciliation. Preparing and extracting payroll reports and proceeding with the printing of payslips upon approval. Addressing queries related to deductions and allowances and provides explanations to calculations/adjustments based on information pertaining to benefit administration fund rules. Processing IRP5s and distribute them to employees.

Enquiries – Makubu L.J – 058 050 3168

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

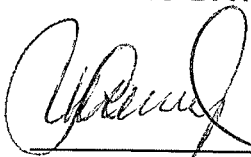


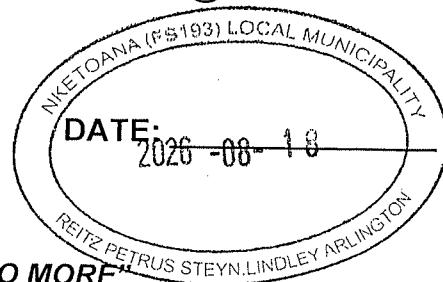
APPLICATIONS AND CONDITIONS OF APPOINTMENT:

1. Applicants must fill in an Application Form (Annexure B) obtainable at Municipal Offices or Download Application Form directly from our website or the Government Notice No.45181 of 20 September 2021 from the government website at www.gpwonline.co.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, Statement of results 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 Law Enforcement Authority (National Prosecuting Authority (NPA) / South African Police Services)
11. Shortlisted candidates will be required to bring along their original qualification's certificates.
12. No subsistence costs will be paid to any candidates invited for interviews.

Application forms, Covering Letter with comprehensive CV's and certified copies of qualifications, statement of results must be posted to PO Box 26, Reitz, 9810 or be hand delivered at Cnr. Church & Voortrekker St, Reitz.

CLOSING DATE FOR THE POSITION: 11th September 2026 @ 13:00.


MR SM NHLAPO
MUNICIPAL MANAGER



"TOGETHER WE CAN DO MORE"