



Nketoana Local Municipality
Reitz, Petrus Steyn, Lindley & Arlington

ADVERTISEMENT-PERMANENT POSTS

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

PMU TECHNICIAN

RENUMERATION: R 464 839.80 per annum, Level 2

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, National Diploma in Quantity Surveying/ Project Management, A valid Driver's License without endorsement. Must have own transport. Must have strong management and leadership skills. Ability to communicate in local languages. Computer Literacy. Ability to work on initiative and under pressure. Proper understanding of government social development programmes and their application in local government.

Experience: 3 years' appropriate proven experience in the Built Environment, Local government and/or Project Management environment.

Added Advantage: Previous experience in working with the Municipal Infrastructure System (MIS). Must be registered as a candidate with the relevant professional bodies (SACQSP, PMSA, PMI or SACPCMP).

Key Performance Areas: Delivering technical support and evaluating proposed projects in alignment with the respective municipal IDPs and the regional and provincial growth and development plans. Project – managing labour intensive projects in line with the EPWP framework and the related reporting requirements. Arranging regular project progress meetings. Ensuring compliance with all legal aspects and conditions, as required by the various spheres of government. Conducting site visits / meetings to ensure compliance with business plan conditions. Managing cash flows and committed project expenditure. Verifying payment certificates and preparing monthly payment schedule documentation. Maintaining project performance data on a national database. Assisting with other related municipal infrastructure programmes. Ensuring contractual documentation and Bills of Quantities are compliant.

DIRECTORATE: CORPORATE SERVICES

MANAGER LEGAL SERVICES (Re-Advert)

REMUNERATION: R 525 767.72 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, A relevant 3-year tertiary qualification preferably in B. Degree LLB/B Proc or LLB. Computer Literacy. Have valid driver's license.

ADDED ADVANTAGE: Admission as an Attorney / Advocate of the High Court.

EXPERIENCE: 8 years relevant legal experience of which 3 years in the middle management level (either in private practice or municipal environment).

COMPETENCIES: Interpretation of statutes, Local Government legislation, contract management, litigation management, ethics and professionalism, investigative orientation, good judgment and decision making, research and analysis, critical thinking and ability to present persuasive argument and report writing. Information management. Ability to work under pressure. Interpersonal relationships.

KEY RESPONSIBILITIES: Provide the legal advice to council on a wide variety of subjects. Attend to claims instituted by and against council. Draft by laws, research laws interpretation of existing by-laws, comment and report on new legislation and monitor progress. Provide legal assistance in respect of property, housing matters, townships and town planning administration. Attend meeting to provide legal advice to comment on policies of Council to ensure legal compliance and interpret policies. Attend to CCMA/Bargaining Council cases and Labour court cases. Lay criminal charges at the SAPS. Appearance in the Court and High Court. Must be directly involved in the revenue collection. Drafting and issuing of summons and letter of demands. Attend to hearings. Draft legal documents and memoranda and reports. Analyses legislation and provide recommendation for appropriate interventions. Draft legal opinion. Conduct legal research documents and memorandum reports. Handle ad hoc tasks in line with instruction. Negotiate, draft, analyse and implement contractual agreements with the service providers. Review municipal and council policies. Provide advice on the resolution of legal disputes. Prepare case files. Implement and ensure that the council by laws are adhered to. Screening petitions. Coordinate and manage litigations.

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

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

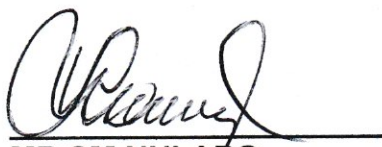
APPLICATIONS AND CONDITIONS OF APPOINTMENT:

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 at 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 Law Enforcement Authority (National Prosecuting Authority (NPA) / South African Police Services)
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.

Nketoana Local Municipality
PO Box 26,
Reitz,
9810

CLOSING DATE FOR THE POSITION: 27 February 2026 @ 13:00


MR SM NHLAPO
MUNICIPAL MANAGER

DATE: 06.02.2026

"TOGETHER WE CAN DO MORE"