



Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned permanent vacancies:

1. Chief Licensing Officer (X1) (Re-advertisement)

Basic Salary: R353 813, 04 per annum (excluding benefits)-Task Grade 13

Centre: Nebo DLTC

Requirements: Grade 12 plus Diploma in Transportation or Traffic related courses. Diploma: Examiner of Licenses & Motor Vehicles. A valid drivers' license. 8 years' experience in Traffic / Licensing and Testing of which 3 years is at supervisory level.

KPA's: Ensure key service delivery priorities are identified & outcomes managed through continuous assessment, intervention & adjustment to operational plans. Ensure statutory requirements with respect to the vehicle roadworthiness & driver capabilities, as stipulated in the Road Traffic Act, are complied with prior to certification or the issuing of licences. Ensure administrative sequences dictating reporting requirements & approval procedures are complied with & correspondence responded to through the provision of accurate information on the activities of the Section. People management.

2. Town Planner: Land Use (X1) (Re-advertisement)

Basic Salary: R280 116, 31 per annum (excluding benefits)-Task Grade 11

Centre: Main Office, Jane-Furse

Requirements: Grade 12 plus National Diploma in Town and Regional Planning/ equivalent relevant qualification. 2 years' relevant experience. Code C1 drivers' licence.

KPA's: Ensure that the development in the Municipality is sustainable and will not detract from the quality of the general living environment. Ensure that local planning policy is in line with national and provincial planning initiatives and policy. Ensure that all role players in development are aware of town planning procedures, principles and policy and takes it into account when formulating development proposals. Ensure that all town planning requirements are met.



3. Traffic Officer (X1)

Basic Salary: R215 911, 90 per annum (excluding benefits)-Task Grade 9

Centre: Main Office, Jane-Furse

Requirements: Grade 12 plus Traffic Officer Diploma. Valid drivers' licence. No criminal record. 0-1-year practical work internship as a Traffic Warden/ Officer.

KPA's: Ensure compliance with the National Road Traffic Code of practice as a mandate by Road Traffic Management Corporation (RTMC). Ensure road safety and compliance to road safety management acts, policies and procedures by the motorists, pedestrians and road users in general. Promote public order and safety within the municipality's area of jurisdiction. Ensure that the Municipality complies with the Road Traffic Management Acts, policies and procedures. Perform Community Policing.

4. Supervisor Cashier (X1)

Basic Salary: R215 911,90 per annum (excluding benefits)-Task Grade 9

Centre: Nebo DLTC

Requirements: Grade 12 plus National Certificate in Accounting. 18 months' relevant experience.

KPA's: Ensure that monies received are correctly receipted and allocated and handled safely and efficiently. Ensure an accurate adjustments and to trace wrong accounts immediately. Ensure correctness of municipal accounts. Render cashier and related services to the public. Supervision of cashiers and cashier functions.

5. Admin Assistant: Office of the Municipal Manager (X1)

Basic Salary: R164 551,53 per annum (excluding benefits)-Task Grade 7

Centre: Main Office, Jane-Furse

Requirements: Grade 12. Administrative Diploma or equivalent. 1-year relevant experience.



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KPA's: Provide an efficient administrative service to the Office of the Municipal Manager. Perform general office support functions/duties. Meeting preparations. Perform any other admin related duties as may be required from time to time by the Office of the Municipal Manager.

To apply for the above post:

The application must include Application Form (for officials below senior managers), obtainable from the Municipal website (www.makhuduthamaga.gov.za) and a detailed Curriculum Vitae, Certified copies of Identity Document, drivers' license any other required Certificates and the highest required qualifications. Failure to comply with the above request will result in your application being disqualified. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report. Certified documents must not be older than 6 months.

E-mailed and faxed applications will not be considered.

Enquiries: Letshedi G

HR: (013) 265 8658

Switchboard: (013) 265 8600

Applications should be directed to the below address.

Please forward application to: The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag x 434, Jane Furse, 1085

OR

Hand- deliver to: Stand No 1, Groblersdal Road, Jane Furse, 1085 @Municipal Reception

Women and  (people with disability) are encouraged to apply.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Closing Date: 25 September 2023



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

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PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 90 days then regard your application as being unsuccessful.

Makhuduthamaga Local Municipality is an equal opportunity, Affirmative Action employer and subscribe to principles of Employment Equity.

Approved	Not Approved	Approved as amended
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 Mogarledi RM
 Municipal Manager

05/09/2023
 Date

Office of the Municipal
 Manager