



*Mmogo re šomela diphetogo!*

**DEPARTMENT:**  
CORPORATE SERVICES

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned permanent vacancies, based at the Main Office in Jane-Furse:

**1. Position - Manager: IDP (X1)**

**Basic Salary-R476 532,00 per annum (excluding benefits)-Task Grade 16**

**Requirements** - Grade 12 plus Bachelor's Degree in Development Studies or equivalent relevant qualification. 5 years' relevant working experience, of which 3 years is in a supervisory level.

**KPAs** - Manage the IDP section. Manage IDP planning and process monitoring. Manage the development, drafting and the distribution of IDP. Manage the IDP progress, reporting and stakeholder relations.

**2. Position - Manager: Community & Social Services (X1)**

**Basic Salary-R476 532,00 per annum (excluding benefits)-Task Grade 16**

**Requirements** - Grade 12 plus Bachelors' Degree/B-Tech in Social Work or equivalent relevant qualification. Driver's License. 5 years relevant working experience, of which 3 years is in a supervisory level.

**KPAs** - Ensure that Organisational objectives of the business unit are aligned to compliment the development plan & strategies of council & provincial government. Ensure that the budget within the division is appropriately compiled within the prescribed guidelines & spending is aligned to the budget. Ensure well organised libraries & information is disseminated to the public. Ensure effective coordination of Disaster services. Effective management of indigent services. Ensure a climate conducive to promoting & sustaining motivational level, productivity, performance & improving the quality of work life is cultivated & maintained & enable the unit to meet its service delivery mandate. Ensure arts & culture programmes are developed & communicated to the community.



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**3. Position – Community Liaison Officer (X1)**

**Basic Salary-R265 765,00 per annum (excluding benefits)-Task Grade 11**

**Requirements** - Grade 12 plus National Diploma in Social Sciences or equivalent relevant qualification. 2 years' relevant experience.

**KPAs** - Carry out community development programmes. Create awareness to the community in relation to special programme activities. Ensure proper communication between council and stakeholders. Carry out any other community liaison related duties that may arise from time to time.

**4. Position – Wellness Officer (X1)**

**Basic Salary-R265 765,00 per annum (excluding benefits)-Task Grade 11**

**Requirements** - Grade 12 plus National Diploma in Human Resources, Social Work/ equivalent relevant qualification. 2 years' relevant experience.

**KPAs** - Maintain a healthy workforce in order to ensure productivity. Ensure that employees are updated on the new business trends and promote capacity building within the institution. Ensure that all EAP Programmes are well budgeted for in advance and that the planned budget is spent accordingly. Ensure accountability in all the activities relating to the section.

**5. Position – Examiner: Drivers' Licenses (X3)**

**Basic Salary-R204 850, 00 per annum (excluding benefits)-Task Grade 9**

**Requirements** – Examiner of Driving License Diploma, Code EC and A Driver's License. No criminal record. 2 years' relevant experience.

**KPAs** – Assess or evaluate applications for drivers or learners license, checking details against identification and/or relevant supporting documents. Conduct learners license test and issue certificate for the successful applicants. Perform eye-testing, road and yard testing. Maintain records of applications, reports



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and tests, using alpha-numeric sequences to file documentation and/or assessing/retrieving information to support query resolution.

**To apply for the above posts:**

The application must include Application Form (for officials below senior managers), obtainable from the Municipal website and a detailed Curriculum Vitae, certified copies of Identity Document, Grade 12 Certificate, any other required Certificates and the highest required qualifications. Driver's licence must be attached where it is a requirement. Failure to do so will result in your application being disqualified. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA and to provide proof of such evaluation report. Certified documents must not be older than 6 months.

Failure to comply with the above request will disqualify your application. E-mailed and faxed applications will not be considered.

**ENQUIRIES:**

**HR:** Letshedi GR (013) 265 8658

**Switchboard:** (013) 265 8600

**Applications should be directed to the below address:**

The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag x 434, Jane Furse, 1085.

**OR**

Hand- delivered 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: 24 April 2023**

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

**PHYSICAL ADDRESS**

01 Groblersdal Road  
Jane Furse  
1085

**POSTAL ADDRESS**

Private Bag X434  
Jane Furse  
1085

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

Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>	Approved as amended <input type="checkbox"/>
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Moganeal RM  
Municipal Manager

28/03/2023

Date

Office of the Municipal  
Manager