

GOVERNMENT AUCTION MPUMALANGA DEPT OF PUBLIC WORKS, ROADS & TRANSPORT

Duly instructed by MPUMALANGA DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT Rihlazana Auctions shall sell the following by public auction

VEHICLES & VARIOUS GOODS

TOYOTA QUANTUMS, COROLLAS, HILUX, YARIS, NISSAN H/BODYS, TIIDAS, VW POLO VIVO, GOLF, CRAFTER AMBULANCES, TOUAREG 526, MAZDA 323, FORD FIGOS, RANGERS, FOCUS, MERC AMG, GLE400D, BMW 320I, ISUZU TRUCK 400, BUS, SCRAP METALS, LAPTOPS, FURNITURE & MANY MORE...

AUCTION DATE: WEDNESDAY 14 DECEMBER 2022 AUCTION TIME: 10:00 AM VIEWING DATE: TUESDAY 13 DECEMBER 2022 VIEWING TIME: 09:00 - 15:00 NO. 14 PETROLEUM STREET,

TERMS AND CONDITIONS: R5000.00 (Refundable Deposit). Strictly EFT. No cash on site. Subject to change without prior notification. All buyers must register to be able to bid. Terms Of Sale: All buyers must provide proof of physical address and ID for registration. Rules of the Auction comply with Section 45 of the consumer protection Act, No. 68 of 2008. Only Registered buyers will be allowed in the yard.



POLOKWANE & MPUMALANGA Visit our website for more info

ENQUIRIES: THANDI: 072 999 5630 OFFICE: 012 323 0667 info@rihlazana.co.za



GOVERNMENT GARAGE, NELSPRUIT

REQUEST FOR PROPOSALS

The Legal Aid SA hereby invites suitably qualified and reputable service providers to submit proposals for the following tender.

Tender No. Description Closing Date and Time Support and Maintenance of Biometric System 30 January 2023 at 11H00

Evaluation: 80/20: Price = 80 points and B-BBEE status level of contribution = 20 points.

Compulsory briefing session: 11 January 2023 at 11h00 am. Link: https://tinyurl.com/p5yuyzfv

For SCM information please contact: Ms. Buhle Sesiko: FelicityZ@legal-aid.co.za For Technical information please contact Mr. Leballo Monethi: LeballoM@legal-aid.co.za

More information will be included in the bid document. The bid document for the tender will be available from the Legal Aid SA website:

www.legal-aid.co.za as well as the e-Tender Portal from 13 December 2022. Bidders should ensure that properly completed tender proposals are deposited in

the relevant tender box situated at the Legal Aid SA, Legal Aid House, Ground floor, 29 De Beer Street, Braamfontein, Johannesburg. The tender proposal must be clearly marked with the relevant Bid /Tender Number.

Late, faxed or e-mailed tenders will not be accepted.



INVITATION TO BID FOR THE PROVISION OF PROMOTIONAL MATERIAL

The Mpumalanga Provincial Legislature is looking to appoint a panel of service providers for provision of Promotional Material for a period of three (3) years.

BID Number	DESCRIPTION	NON- COMPULSORY BRIEFING SESSION	TENDER CLOSING DATE	CONTACT PERSON
REF: MPL 5/1/3/2/1/ 2022	Provision of Promotional Materials for Legislature events for three (3) years	13 January 2023 at 11H00 Venue - MPL Foyer	27 January 2023 at 14H00	DD Madonsela- Khanyi at (013) 766 1111 or dumim@ mpuleg.gov.za

Tenderers MUST complete (Standard Bid Document) SBD 6.2 for designated sector products and local content

The 80/20 Preferential Point System will be used as Evaluation Criteria:

· 80 points for price.

• 20 points for B-BBEE Status Level of Contributor

Tender documents will be available at the Legislature address below from 13 January 2023 at a non-refundable amount of

Tenders are to be deposited in a tender box at the Mpumalanga Provincial Legislature, Building Number 1, Lower Ground Floor, Mpumalanga Government Complex, Building 1 Baobab, Riverside Park, Government Boulevard. Mbombela



Dr Pixley Ka Isaka Seme **Local Municipality**

NOTICE IN TERMS OF SECTION 116 (3) OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) FOR THE AMENDMENT TO THE EXISTING CONTRACT FOR THE PREPARATION OF ANNUAL FINANCIAL STATEMENTS AND UPDATING OF GRAP COMPLIANT ASSETS REGISTER FOR PERIOD ENDING 30 JUNE 2023:

Notice is hereby given in terms of Section 116 (3) (a) and (b) of the Local Government: Municipal ment Act, 2003 (Act 56 of 2003) that it is the intention of the Dr Pixley Ka Isaka Seme Local Municipality to amend the existing contract:

T04/2022 AND T05/2022 DESCRIPTION: PREPARATION OF ANNUAL FINANCIAL STATEMENTS AND UPDATING OF GRAP COMPLIANT ASSETS REGISTER FOR PERIOD ENDING 30 JUNE 2022

Reasons for the proposed amendment: It is therefore efficient and cost ineffective, continu will save time and capacitation of the relevant staff to prepare AFS in-house.

Service Providers: Ducharme Assets Management and Accounting (Ptv) Ltd

Notice is hereby given in terms of section 21 and 21A of the Local Government: Municipal System Act, 2000 (Act 32 of 2000) that, the local community and interested/affected parties en invited to submit comments or representations to the municipality in respect of the above contract. such comments or representations must be received within 14 days of the advertisement via electronic mail or e-mail address provided below, or be hand delivered to the undersigned to mailing address provided hereunder. Persons who are physically disabled or who cannot read or write but wish to participate in the process, may come during office hours to the Volksrus Municipal Offices, Budget and Treasury Department.

Comments and/or representations must be submitted to the following e-mail address mpumek@ pixleykaseme.gov.za with subject line entitled "COMMENTS ON NOTICE AMENDMENT TO THE CONTRACT OF PROVISION OF FINANCIAL MANAGEMENT SYSTEM FOR A PERIOD OF

The closing time for the submission of representations and/or comments must be received within 14 days of advertisement at 27 December 2022 at 12h00 pm.

All enquiries regarding this intent can be directed to mpumek@pixleykaseme.gov.za . Volksrust Municipal Office, Corner Adelaide Tambo Street and Dr Pixley Ka Isaka Seme Local Municipality. MG NYEMBE

MUNICIPAL MANAGER (ACTING) Notice Number: 90/2022

BASADZI MEDIA - ADVERTI



Makhuduthamaga Local Municipality

Bid Notice and Invitation to Bid. Bidders are hereby invited to bid for the following project:

No.	Project Number	Project Description.	Closing Date.	
01	LIM473/Rietfontei- Sports/22/23/040	Construction of Rietfontein (Ngwaritsi) Sports Facility- Design only	20/01/2023 at 12:00	
02	LIM473/Mamone-Road /22/23/041	Construction of Mamone Internal Road- Design only	20/01/2023 at 12:00	
03	LIM473/ Mathousand-R& B /22/23/042	Construction of access road and bridge from mathousands to Maragameng- Design only	20/01/2023 at 12:00	
04	LIM473/Re-Soetveld- Mampane /22/23/010	Construction of Access road from Mathapisa to Soetveld. Re-advert: Design only	20/01/2023 at 12:00	

No briefing session will be held; Bidders must communicate with the infrastructure unit / SCM for clarity. The employer is Makhuduthamaga Local Municipality represented by the Municipal

Bid documents will be obtainable from Makhuduthamaga Local Municipal offices from 12 December 2022 (Mon-Fri from 08:00-16:30) from the cashiers; at a non-refundable deposit of R560.00 payable in cash or bank guaranteed cheque or be downloaded from online service (www.

etender.gov.za) at no cost. the relevant project number and project description and be deposited in the tender box at

Makhuduthamaga Local Municipality Offices in Jane Furse before the closing date and time. The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act. 5/2000 and revised procurement regulation April 2017 on 100 points for functionality and 80/20 points system where 80 points are for the price and 20 points for B-BBEE (according to the said legislation). Details of Functionality are in the bid document. Bids will remain valid for 90(ninety) days.

The lowest and any tender will not necessarily be accepted and the Municipality reserves the righ not to consider any tender not fully completed.

For enquiries contact:

Supply Chain Unit: Mr Mothapo KJ - 013 265 8607 Mr Senong PA - 013 265 8735

MR MOGANEDI - MUNICIPAL MANAGER, PRIVATE BAG X 434JANEFURSE 1085



EXTERNAL ADVERTISEMENT

In the pursuit of the ideals of Excellence and Diversity, the JB Marks Local Municipality wishes to invite applications for the following permanent positions: NB: Preference will be given to suitably qualified applicants from Designated Groups. Residents of the JB Marks Local Municipality are Encouraged to apply. Note that the JB Marks Local Municipality has offices both in Potchefstroom and Ventersdorp; some of the post will be based in either of the offices.

OFFICE OF THE MUNICIPAL MANAGER SUB-DIRECTORATE: MINIMUM INFORMATION SECURITY STANDARD (MISS) INFORMATION SECURITY OFFICER

Salary level 6: R 417 360.00 – R 460 800.00 p.a. (Applicable Municipal benefits to the position

Requirements: Appropriate B Degree or Diploma in Security Risk Management/ Policing/Public Administration/Forensic or any relevant qualification •SSASecurity Advisory Training •Valid driver's icense •Prepared to work irregular and long hours •Knowledge of Physical Security Operations, Minimum Information Security Standards and Minimum Physical Security Standard •3 – 5 years Security supervisory experience •SSA Vetting course will be an added advantage.

Required Skills: Leadership and Management • Report writing skills • Excellent verbal and written •Presentation Skills •Interpersonal skills •Diplomacy skills •Computer Literacy Core Functions & Responsibilities: Ensure proper implementation of information security

processes •Coordinate screening and vetting processes •Manage physical security function in the municipality •Monitor information, personnel, physical and document security compliance and mplementation •Supervise internal staff and contracted security service providers •Conduct and provide assistance on assigned investigations •Compile reports in respect of all security functions in the municipality •Attend to all security incidents and provide report •Identify physical security risks and develop and implement measures •Conduct physical and information security assessments •Monitor requests and responses of security functions in the municipality •Maintain record of information and physical security incident records •Assist in drafting specifications, implementation and monitoring of all security related functions •Liaise with internal and external stakeholders coordinate municipality's nvolvement and relationship with the government's security cluster

DIRECTORATE: MUNICIPAL SERVICES AND LED SUB-DIVISION: ARTS, CULTURE & HERITAGE CHIEF ARTS CULTURE AND HERITAGE REF: MUN425 Salary level 4: R 521 556.00 – R 548 052.00 p.a. (Applicable Municipal benefits to the position

Requirements: Degree in Cultural Studies, Anthropology, Heritage and or Equivalent qualification ●5 years' relevant experience in culture, heritage and arts ●A basic knowledge of South African Cultural Heritage and History • Understanding of Museums Operations and Management •Be Bilingual in at least two official languages, preferably Afrikaans and English • Valid driver's licence. Required Skills: Managerial skills • Planning and Organising skills • Computer Literacy (Microsoft Office) • Knowledge of the functions of a museum • Communication skills • Knowledge of municipal

Core Functions & Responsibilities: Manage and promote the development of arts, culture and neritage within the JB Marks Local Municipality •Manage and direct the budget of the section ●Manage and direct the staff of the Section Arts, Culture and Heritage ●Manage and direct the activities of the Section Arts, Culture and Heritage ●Management of resources allocated to the Section ●Coordinate and directs arts, craft, cultural and heritage related programmes and projects Compile an annual operational and capital budget for the Section for submission to Directorate Financial Management ●Monitor and evaluate the performance of the staffin the section ●Monitor the establishment, preservation, documentation and expansion of a museum collection that is representative of all communities in JB Marks Local Municipality.

DIRECTORATE: COMMUNITY SAFETY VISION: FIRE BRIGADE SERVICES CHIEF FIRE OFFICER REF: COM197

Salary level 3: R 590 244.00 – R 590 244.00 p.a. (Applicable Municipal benefits to the position will apply)

Requirements: B Tech Degree in Fire Technology or equivalent qualifications • Senior Managemen Course • Ambulance Emergency Assistant Course (AEA) • at least 5 years operational experience in full-time Fire & Rescue Service ● 10 years as a Senior Fire Officer or Official within Local authority fire rofession of which 4 should have been in Senior Management position

Code EC1 Driver's License A registered member with Professional Body i.e. SAESLits prerequisite

Required Skills: Computer Literacy.
Conflict management skills
Planning and organising skills Interpersonal skills ● Financial Management Skills ● Multilingual. ● Negotiation skills ● Must not be claustrophobic and acrophobic (fear of heights)

Must be mentally and physically fit in terms of the Fire Brigade Services Act

Relevant SABS Code of Practice

Disaster Management Act (Act 57 of 2002) •Veld Act (Act 101 of 1998) •Municipal Systems Act (Act 32 of 2000) and other related

Core Functions & Responsibilities: Rendering of humanitarian services to ensure and sustain Professional Special services to communities during times of distress •Coordinate administration and management of the Fire Services key performance areas to ensure an efficient service to the community •To ensure compliance with applicable Council policies and procedures, Standard Operational Procedure (SOP), and the Budget •Establish partnership with various Departments overnment Institutions, NGO's regarding Fire and Rescue Services matters • To ensure effective participation of all relevant stakeholders in the discharge of the position's functions • Implement Fire Services Legislation and relevant By-Laws ● Manage and direct the Fire Brigade Unit which provides a coordinated, effective and efficient Emergency Operational Services, Fire Safety and Training Services •Ensure a coordinated and integrated provision of Fire services to the Community Manage Budget and Financial Control of the Division ● Manage general Fire Safety Audit Services

DIRECTORATE: COMMUNITY SAFETY Ref: COM23

Salary level 3: R 590 244.00 p.a. (Applicable Municipal benefits to the position will apply)
Requirements: ●Relevant 3 years Bachelor Degree (Traffic Policing or Transport Management) o equivalent qualifications ●Traffic Training College Diploma ●5 years related experience in Traffic nanagement and Middle management experience •Good understanding of Traffic Laws and

Regulations • No criminal record • Valid Driver's Licence (Code Ec1) Required Skills: •Conflict handling skills and ability to give attention to detail •Ability to work under pressure •Computer literacy and Financial Management Skills •Good human relations, unication & interpersonal skills Core Functions & Responsibilities: Road traffic control regulation by means of high visibility and

routine traffic patrols •Maintenance of high standard of discipline •Ensures that road traffic policing and National Road Traffic Act 93 of 1996 is enforced, •Communicate with outside stakeholders of government or non-government stakeholders e.g. courts, schools, communities, transport nstitutions, Provincial and National government •Management of administration and enforcemen strategies *Secure, control and maintenance of work resources, *Ensuring that various types of escort duties are undertaken by traffic officers • Training and development of traffic personnel

DIRECTORATE: COMMUNITY SAFETY SECTION: VSD REGISTRATION & LICENSING SERVICES TESTING STATION MANAGEMENT REPRESENTATIVE: TRAFFIC MANAGEMENT

Ref: COM157 Salary level 6: R 417 360.00 – R 460 800.00 (Applicable Municipal benefits to the position will

irements: Traffic Officers Diploma

Examiner for Driving License Diploma GradeA

Driving License Code A & EC • Must be registered as an Examiner for driving licenses •Managemen Representative experience will be an added advantage •5 years practical experience as an Examiner for driving license and eNaTIS knowledge

Must be trained and fully conversant with the procedures as contained in the latest procedure manual for eNaTIS operators

Required Skills: Computer Literacy • Good human relations, communication & interpersonal skills

Core Functions & Responsibilities: Management and supervision of staf in the drivers licensing testing section •Ensure that all driving licensing personnel understands and know the requirements of the applicable Act, regulations and procedure manual •Adhere to specified standards, policies and SOPs to prevent and reduce wastage on resources and escalate associated risks

Perform administrative tasks and provision of administrative support in respect of all testing functions Manage the Unit through the development and implementation of operational plan ●To build value

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES

Salary level 4: R 521 556.00 – R 548 052.00 p.a. (Applicable Municipal benefits to the position

Requirements: Degree in Supply Chain Management or National Diploma in Accounting Stream/Supply Chain/Logistics management/ Public Finance Management or Equivalent Qualification. A Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage. Valid driver's license and No criminal record. Required Skills: Knowledge of municipal accounting, "computer literacy (Word, Excel, Power Point) •planning and organizing skills •verbal and written communication skills •Good leadership and people management skills •in depth knowledge of the MFMA, SCM Regulations, PPPFA, BBBEE and all

other relevant legislation applicable in the field. Core functions: Assist in managing and establishing an effective Demand Management System for Municipality. •Assist in developing and reviewing policies, procedures ad manuals. •Compiles management reports related to Supply Chain Management -Assist in promoting, recommending and implementing SMME and BEE and job creation strategies and programs. •Manage and supervise staff in the Unit. -Assist the Supply Chain Manager with budget compilation, control and monitoring. -Respond and investigates tender complaints, procurement complaints, and legal Challenges and obtains legal opinion and advice where necessary. Compile database of Services Providers for the entire Municipality *Assist with establishment of effective system of risk management for the identification, consideration and avoidance of potential risks in the SCM system. •Assist with management of the disposal of municipal goods no longer needed and/or are redundant. •Plans and monitors the municipal bidding processes. •Management of the submission of statutory reports in terms of the MFMA and SCM regulations.

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES SUB-DIRECTORATE: PAYROLL CHIEF FINANCIAL MANAGEMENT OFFICER: PAYROLL REF: FIN10

Salary level 4: R 521 556.00 - R 548 052.00 p.a. (Applicable Municipal benefits to the position

license and NO criminal record.

Requirements: Bachelor's Degree in Accounting/Finance or National Diploma in Accounting/Financial Management and or equivalent qualifications in payroll •5 years' payday working experience Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage -Valid drivers' license and NO criminal

 $\underline{\textbf{Required skills:}} \ \textbf{Computer Skills (Advanced Excel) \bullet Bilingual \bullet Good verbal \& communication skills}$ •Knowledge of Legislations governing the payroll office •Knowledge of income tax & calculation rledge of mSCOAR egulations

Core Functions: Manage and establish an effective Payroll office •Assist in developing and reviewing policies procedures and manuals *Compiles management reports related to Payroll •Manages and supervise staff in the Unit and checking & verifying of Payroll related payments •Interface of Payroll journals to financial system •Reconciliation of Payroll system with financial system •Submission of all legislative SARS requirements (EMP201, IRP5's).

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES SUB-DIRECTORATE: FINANCIAL MANAGEMENT SERVICES SUB-DIRECTORATE: CREDITORS PAYMENTS AND RECONCILIATION CHIEF FINANCIAL MANAGEMENT OFFICER: CREDITORS REF: FIN18

Salary level 4: R 521 556.00 - R 548 052.00 p.a. (Applicable N Requirements: Bachelor's degree in Finance or National Diploma in Accounting •5 years' experience in Accounts/Creditors/Reconciliation • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage •Valid drivers'

Required skills: Computer Skills (Advanced Excel) •Knowledge of MFMA •Bilingual •Good verbal & communicationskills •Knowledge of Phoenix (Financial system)

Core Functions: Assist to establish an effective Creditors office •Implement of applicable council egulations and resolutions •Checking of verifying creditor related payments •Manage & supervise staff in the Unit •Reconcile Creditors book to financial system •Ensure compliance with VAT legislation Submission of VAT201 returns and reconciliations

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES SUB-DIVISION: PAYROLL FINANCIAL MANAGEMENT ACCOUNTANT: PAYROLL

Salary level 6: R 417 360.00 - R 460 800.00 p.a. Requirements: B. Com Degree or National Diploma in Accounting/FinancialManagement •3 years' payday working experience •Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage •Valid drivers' license and NO criminal

Required skills: Computer Skills (Advanced Excel) •Bilingual •Good verbal & communication skills Knowledge of Legislations governing the payroll office Knowledge of income tax & calculation

Core Functions: Assist to establish an effective Payroll office •Implementation of applicable Council Regulations and Resolutions •Checking or verifying Payroll related payments •Supervise staff in the

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES SUB-DIVISION: SUPPLY CHAIN MANAGEMENT CHIEF SUPPLY CHAIN MANAGEMENT CHIEF SUPPLY CHAIN MANAGEMENT PRACTITIONER: PERFORMANCEAND COMPLIANCE REF: FIN90 Salary level 6: R 417 360.00 - R 460 800.00 p.a. Requirements: •Degree in Supply Chain or National Diploma in Accounting •Knowledge MFMA,

PPPFA, BBBEEA, CIDB Act and Supply Chain regulations •3 - 4 years' relevant working experience Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage •Valid driver's license and No criminal record. Required Skills: Knowledge of municipal accounting, planning and organizing skills computer

literacy (Word, Excel, Power Point) •verbal and written communication skills •Knowledge of MFMA $SCM\,Regulations\, and\, other\, relevant\, legislation\, applicable\, in\, the\, field\, \bullet Good\, interpersonal\, skills\, \bullet Must$ be honest, Trust worthy and have integrity. •Williness to work irregular hours Core functions: Process of orders and documentation. Implement of applicable council regulations and resolutions • Preparing documents according to budget • Checking or verifying payments made to

suppliers are correct •Record keeping of bid documents, •Reporting and provide constant feedback to

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES SUB-DIVISION: SUPPLY CHAIN MANAGEMENT SUPPLY CHAIN MANAGEMENT PRACTITIONER: BIDADMINISTRATION Ref: FIN.92

Supervisor • Performany duties given by Supervisor.

Salary level 6: R 417 360.00 – R 460 800.00 p.a.
Requirements: Degree or National Diploma in Public Finance Management and Adn Supply Chain Management / Accounting. •3 - 4 years' experience of which at least 2 years relevant experience must be at supervisory level *Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage. Valid driver's license and No

Required Skills: Knowledge of municipal accounting, •Computerized financial systems, planning and organizing skills *computer literacy (Word, Excel, Power Point) *planning and organising skills *Good leadership and people management skills *Knowledge of MFMA, SCM Regulations, PPPFA,

BBBEE and all other relevant legislation applicable in the field.

<u>Core functions</u>: Coordinate and control the SCM processes and align procedures systems and controls. •Ensure that items delivered by service Providers match specifications before accepting them. •Support and contribute to fair, equitable, transparent and cost effective procedure and practices that are consistent with policies and the laid down requirements contained in legislative frameworks •Provide administrative support to the bid specification/evaluation and adjudication

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES SUB-DIVISION: SUPPLY CHAIN MANAGEMENT SUPPLY CHAIN MANAGEMENT PRACTITIONER: INSURANCE

Salary level 6: R 417 360.00 - R 460 800.00 p.a. Requirements: Degree in Finance or National Diploma in Public Finance Management and nistration/Supply Chain Management/Accounting. •3-4 years' relevant experience of which at

 $least 2 years \, must be \, at \, supervisory level \, \bullet Certificate \, in \, Municipal \, Finance \, Management or \, Certificate \, in \, Certificate \, i$ Program in Municipal Development (CPMD) will an added advantage •Valid driver's license and No

Required Skills: Knowledge of municipal accounting, *planning and organizing skills, *computer eracy especially in Microsoft Excel, verbal and written communication skills. •Knowledge of MFMA SCM Regulations and other relevant legislation applicable in the field. Core functions: Develop short term insurance policy Review insurance policies for the entire insurance portfolio Coordinate the renewal of insurance policies with the insurer and CFO Prepare policy documentation for new insurance by submitting required documents to new brokers •Monitor adherence to the insurance policy •Invite tenders for insurance and risk management •Balance the $insurance vote \, number \, {}^{\bullet} Allocate \, and \, issue \, journal \, numbers \, for \, capturing \, {}^{\bullet} Check \, and \, update \, journals \, insurance \, vote \, number \, {}^{\bullet} Allocate \, and \, issue \, journal \, numbers \, for \, capturing \, {}^{\bullet} Check \, and \, update \, journals \, insurance \, vote \, number \, {}^{\bullet} Allocate \, and \, issue \, journal \, numbers \, for \, capturing \, {}^{\bullet} Check \, and \, update \, journals \, insurance \, vote \, number \, {}^{\bullet} Allocate \, and \, issue \, journal \, numbers \, for \, capturing \, {}^{\bullet} Check \, and \, update \, journals \, insurance \, {}^{\bullet} Allocate \, and \, issue \, journals \, {}^{\bullet} Allocate \, and \, issue \, journals \, {}^{\bullet} Allocate \, and \, {}^{\bullet} Allocate \,$

accounts: insurance, retention, sundry creditors DIRECTORATE: FINANCIAL MANAGEMENT SERVICES SUB-DIVISION: SUPPLY CHAIN MANAGEMENT SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND

in the system once verified •Balance the claim account •Request monthly printouts and distribute

them to directorates for budget control *Check and control the System Journal *Reconcile ledger

Ref: FIN.102

Salary level 6: R 417 360.00 - R 460 800.00 p.a.
Requirements: Degree in Finance or National Diploma in Public Finance Management and Administration/ Supply Chain Management/Accounting. •3-4 years' relevant experience of which at least 2 years must be at supervisory level • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage •Valid driver's license and No

Required Skills: Knowledge of municipal accounting, *planning and organizing skills, computer eracy especially in Microsoft Excel, verbal and written communication skills. •Knowledge of MFMA egulations and other relevant legislation applicable in the field

Core functions; Interact with internal departments to clarify needs analysis •Investigate/ asses impacting variables (expenditure, commodity, market/ industry) •Align needs analysis outcomes to budgetary provisions to establish and comment on costs versus allocations •Categorize applications received from requesting departments •Refer to regulatory mechanisms and procedural guidelines to differentiate and/ or allocate applications •Assist the CFO by responding to queries/or requests from internal/external clients in relation to SCM processes of the municipality . Compile monthly/quarterly/mid-year/annual procurement reports. •Assist in the facilitation of SCM related training •Assist the Superior with the audit trail during internal and external audits •Assist the Superior in the budget planning processes and strategic planning sessions. Maintain proper record keeping of documents and correspondence in line with the municipality's record keeping procedures.

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES SUB-DIVISION: SUPPLY CHAIN MANAGEMENT SUPPLY CHAIN MANAGEMENT PRACTITIONER: LOGISTICS Ref: FIN.96

Salary level 6: R 417 360.00 – R 460 800.00 p.a.

Requirements: *Degree or National Diploma in Public Finance Management and Administration. Supply Chain Management / Accounting. •3-4 years' relevant experience of which at least 2 years must be at supervisory level •Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage •Valid driver license and No criminal

Required Skills: Knowledge of municipal accounting, *planning and organizing skills, computer teracy especially in Microsoft Excel, verbal and written communication skills •MFMA SCM

Regulations and other relevant legislation applicable in the field. Core functions: To coordinate, control and apply logistics and disposal management practices and procedures in order to administer and manage the receipt, safeguarding and issuing of store items •Apply logistics management practices •Execute prescribed procurement practices, orders, requisitions, assessing patrons' needs and dispatch goods •Administer and control specific accounting procedures associated with disposal management •Administer the disposal of obsolete items/ goods and maintain a database of redundant materials/ goods •Executes demand analysis applications with respect to establishing the requirements against available resources •Coordinate applications associated with acquisitioning, appointment, contractual agreements and disposal process •Maintains an excellent cooperative relationships with service providers/vendors and contractors*Attends to and controls tasks/activities associated with personnel performance, productivity and discipline *Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality •Keeping abreast of developments, emerging trends and latest technologies in the profession

RECTORATE: FINANCIAL MANAGEMENT SERVICES SUB-DIVISION: BUDGET PLANNINGAND REPORTING FINANCIAL ACCOUNTANT: BUDGET PLANNING & REPORTING

Salary level 6: R 417 360.00 – R 460 800.00 p.a. Requirements: Degree in Finance or National Diploma in Financial/Accounting •3-4 years relevant experience in municipal finance • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage •Valid driver's license and No criminal

Required Skills: knowledge of municipal accounting *planning and organising skills *Aptitude for ires •Computer Literate (Excel, MS-Word) •verbal and written communication skills •Negotiation skills •Communication Skills •Accounting Skills •Function under extreme pressure •VMFMA MBRR

Regulations and other relevant legislation applicable in the field.

<u>Core functions:</u> Compilation of monthly financial reports to Council, National Treasury and other nmental Departments by making extracts of relevant financial information from the financial system •Gathering any other information, financial or otherwise required from any other source •Completing the actual returns and submitting it to the specific institutions in order to comply with Section 71 of the MFMASubmission of financial reports to National and Provincial Treasury, other organs of State •Auditor-General and other organisations, by making extracts of relevant financial information from the financial system •Gathering any other information, financial or otherwise required from any other source Completing the actual returns and submitting it to the specific institutions in order to comply inter alia with Section 74 of the MFMA•Assist with the effective and safe filing of all documentations related to the Budget Office Section •Ensuring that all relevant documents pertaining to budgets, financial statements, returns are filed in Council's official filing system • To effectively execute all duties assigned in accordance with GRAP and the MFMA.

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES SUB-DIVISION: DEBT AND CASH MANAGEMENT FINANCIAL ACCOUNTANT INDIGENT

Salary level 6: R 417 360.00 - R 460 800.00 p.a. Requirements: Degree in Finance or Diploma relevant to financial accounting and or equivalent 3-4 years relevant experience municipal finance experience Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage

Required Skills: knowledge of municipal accounting *planning and organising skills *Computer Literate (Excel, MS-Word) Aptitude for figures •Negotiation skills •Communication Skills •Accounting Skills •Function under extreme pressure •verbal and written communication skills VMFMA MBRR

Regulations and other relevant legislation applicable in the field.

Core functions: Receive incoming and outgoing correspondence Respond to enquiries Apply Batho Pele Principle's Attend to logistical arrangements for meetings/workshops/training Handle indigent queries from consumers and councillors. Support applicants to complete Inter-Governmental Grant (IGG) forms. Verify information on applications and attach all relevant supporting documentation •Verify personal information and submit IGG applications for approval Handle all IGG related enquiries.

DIRECTORATE: CORPORATE SERVICES SUB-DIVISION: LABOUR RELATIONS CHIEF LABOUR RELATIONS OFFICER

Salary level 4: R 521 556.00 – R 548 052.00 p/a (Applicable Municipal benefits to the position

Requirements: Appropriate B Degree in Labour Law/Human Resources /Labour Relations/Industrial Relations/ or equivalent qualification •5 years' relevant experience in Labour Relations of which 2 years must be at supervisory level *Being an admitted Labour Law Attorney will serve as an added advantage •Valid driver's license.

Required Skills: Knowledge of Labour related legislations

Manage to interpret statutes/Laws Manage dispute resolutions by providing expert advice on Employee related matters ◆Compute literacy (Excel, Word, Outlook, etc.) ◆Must be able to communicate in at least two of the official provincial languages (read, write and speak) *Planning and organizing.

Core Functions & Responsibilities: Co-ordinate and control procedures and research sequences

associated with Disciplinary and Grievance cases and enquiries •Ensure adequate guidance on cedures, applications and approaches is made available and evidence/ information impacting negatively and/ or positively explored to formulate arguments that could support a favourable utcome
Observe compliance with the Court Order from striking employees and take necessary actions in the event of non-compliance .Gathering the required information for negotiations Collating information on CCMA and Labour Court judgements as well as Labour Law articles
Prepare and represent the Municipality in cases referred for Conciliation/ Arbitration • Ensure fessional support is made available to members in hearings/enquiries • Provides practical training and guidance to Management on procedures and applications associated with specific Labour ons processes •Ensure full compliance with all related legislations, policies and procedures with regards to Human Capital (HC) administration and processes.
• Drive change management at organisational level Prepares and oversees cases referred to South African Local Government Bargaining Council (SALGBC) and to the Commission for Conciliation, Mediation and Arbitration

DIRECTORATE: CORPORATE SERVICES SUB-DIVISION: RECRUITMENT, SELECTION AND PLACEMENT HR RECRUITMENT OFFICER Ref: COR76

Salary level 6: R 417 360.00 - R460 800.00 p.a. Requirements: Degree in Human Resource Management/Industrial Psychology / N Diploma: HRM/Personnelmanagementor related HR disciplines (NQF Level 6), •at least 2 to 3 years relevant

Required Skills: Knowledge of South African laws and HR compliance and regulations •An understanding and insight into, the BCEA, LRA, OHS, EE and POPI Acts . Good interpersonal and nunication skills. Report writing skills. Computer literate. • Ability to work under pressure. Core Functions: Provides support to the immediate supervisor in respect of specific administrative tasks associated with recruitment and selection. Assist in executing the internal and external draft advertisement. Facilitate recruitment, selection and appointment processes. Play advisory role during shortlist and interviews by ensuring that, all appointments are in compliance with policies. Prepare shortlisting and interviews reports. Arranging logistics for candidates due for interviews: invitation, venues, refreshments, and travel. Conducting reference checks. Ensure proper compilation of appointment reports timeously and accurately after interviews. Facilitating the induction process of new employees. Generate report and statistics for HR Recruitment Section

RE-ADVERTISEMENT DIRECTORATE: TECHNICAL SERVICES SECTION: MECHANICAL ENGINEERING AND FLEET MAINTANANCE SENIOR MECHANICAL ENGINEERING TECHNICIAN

Ref: TEC 338 Salary level 4: R 521 556.00 – R 548 052.00 p/a (App will apply)

Requirements: •S4-National Diploma in Mechanical Engineering •Drivers Licence. •Basic Computer skills • At least 3 years relevant experience working with Municipal fleet Required Skills: Technical Skills . Planning and organising skills . good interpersonal skills . project nagement skills •communication skills •Strategic Management Skills •Business Manage Skills

Communication Skills (verbal and written)

Financial Management Skills

Negotiating Skills

and Conflict Handling Skills • Must be able to work under pressure

Core Functions & Responsibilities: Budgeting, Planning and monitoring work within the Mechanical Workshop • Supervising the implementation of job cards • Manage and control procurement of parts, tyres and batteries for all vehicles • Managing parts stock levels • Report on workloads, participating in life cycle monitoring of all council vehicles and giving advice to Line Managers and other supervisors • Develop safe working procedures and ensure compliance with OHSA

General administration for personnel and record keeping and Quality control.

DIRECTORATE: TECHNICAL SERVICES SUB-DIVISION: SEWER AND WATER PURIFICATION SERVICES SUPERINTENDANT: SEWER PURIFICATION Ref: TEC144

Salary level 5: R 460 800.00 – R 508 812.00 p/a. The incumbent will be expected to work shifts weekends and standby as regulated.

Requirements: The position requires a person to be a class V process controller with the following inimum qualifications and experience: Grade 12 with a National Diploma in Water Care or NTC VI or a three years BSC in Waste Water Treatment practise with 5 years' experience in a Waste Wate ment Environmentor NTC III plus Operator Certificate/Water Treatment practice N3, OR NTC III in Waste Water Treatment practice with 8 years' experience in Wastewater Treatment environment

And a code 08/B drivers licence. Working within the Municipality will be an added advantage.

Required Skills: Must be able to withstand stress • Must be normal healthy, physically fit with good esight, speech and listening skills •Must be able to work in confined areas. With computer literacy on MS office packages. Filing and administration Core Functions & Responsibilities: Ensure proper operation of the mechanical, electrical and electronic equipment as well as the civil structures within the Water Treatment Plant according to the operations and maintenance manual. Interpretation of analytical results and treatment process imization. Ensure that operational monitoring data are properly collected and recorded. Operati

the works to ensure compliance to Green Drop requirements. Investigate specific complaints and or

inspect the condition of the waste water treatment works, supervise outcome and provide guidance

on the interpretation of requirements and procedures. Knowledge of materials suppliers and eeded for effective maintenance programme. Basic budget administration JB Marks Local Municipality offers the following benefits: Medical aid, pension fund, group

life insurance, UIF, 13th cheque and housing subsidy (terms and conditions apply) Applications, accompanied with a covering letter clearly stating the name of the post applied for as well as the reference number, together with certified copies of your qualifications

Driver's License and your ID book/card, can be hand-delivered at the: . Directorate: Corporate Services (Human Resource Management - Old FNB Building), Corner of Walter Sisulu Avenue and Nelson Mandela Drive Streets. Potchefstroom 2. Ventersdorp Offices 1 Van Tonder Cresent: Ventersdorp 2710 3. or posted, on time to the Directorate: Corporate Services, P.O. Box 113, Potchefstroom

nquiries must be directed to the Human Resource Sub Directorate at (018) 299 5904/5936/ 5207 and 018-264 8500/8592 during office hours (08:00 - 16:30).

reserves the right not to make any app NB: JB Marks Local Municipality is an Equal opportunity Affirmative Action employer, therefore i welcomes applications from people with disabilities and these positions will be filled in line with our EE targets • Canvassing of Councillors or Employees, in respect of the position, will lead to immediat

qualification of the application • It is the responsibility of the applicant(s) to ensure that all required documents are attached and certified as stipulated. Only candidates shortlisted for interviews will be corresponded with • Due to the number of vacancies advertised, faxed or e-mailed applications will not be accepted. For all Re-advertised posts, candidates who previously applied are encouraged to re-apply. Please note that if candidates are not contacted within three months (90 days) after the closing date, please accept that your application

was unsuccessful and communication will be limited to successful candidates. ease note that recommended candidates will undergo screening and background checks, including inter alia the verification of curriculum vitae, all qualifications and criminal records. The appointment will only be made upon successful verification thereof

CLOSING DATE: 4th January 2023 AT 16H30 SATYATYA

Acting Municipal Manage External notice: 43/2022