



# Moses Kotane Local Municipality

The Moses Kotane Local Municipality hereby invites suitable qualified candidates to apply for the following vacancy to render development administration and planning services

## INTERNAL AND EXTERNAL ADVERTISEMENT MUNICIPAL MANAGER'S OFFICE

**MANAGER: FINANCIAL AUDITS**  
REF NO: HR06/07/2021.  
SALARY LEVEL: 17-18  
ENTRY SALARY NOTCH: R525 368.57 pa

**Duties**  
• Oversees audit planning, fieldwork and any other engagement assigned in accordance with the IIA Standards • Reviews Internal Auditors working papers and audit files • Prepares reports, communicate findings and recommendations to the auditee • Prepares a draft audit report to the Head of Unit: Internal Audit • Responsible for training, mentoring and coaching internal audit staff.

**Requirements**  
• Grade 12 plus National Diploma in Internal Auditing/B-tech Internal Auditing/ Bachelor's Degree in Accounting /Auditing • 3-5 years' relevant experience of which 3 years should be supervisory in internal auditing or external auditing • Membership with the IASA/SAICA • Computer literate (Excel, Word, Outlook, Teammate, PowerPoint and Financial systems) • Strategic thinking and analysis • A high level of written and verbal communication skills • Knowledge and understanding of IIA Standards and local government legislations • Knowledge and understanding of GRAP standards and interpretation of financial reports.

**AUDITOR: FINANCIAL AUDITS X2**  
REF NO: HR07/07/2021.  
SALARY LEVEL: 15-16  
ENTRY SALARY NOTCH: R330 503.61pa

**Duties**  
• Perform audit fieldwork and any other engagement assigned by the Audit Manager in accordance with the IIA Standards • Documentation of audit working papers and preparation of audit files • Communicate audit findings and recommendations to the Audit manager • Perform Administrative duties assigned by the Audit manager.

**Requirements**  
• Grade 12 plus National Diploma in Internal Auditing/ Bachelor's Degree in Accounting /Auditing • 3 years relevant experience • Membership with the IASA/ SAICA • Computer literate (Excel, Word, Outlook)

**DEPARTMENT: INFRASTRUCTURE & TECHNICAL SERVICES**

**TECHNICIAN: DISTRIBUTION (EAST)**  
REF NO: HR08/07/2021.  
SALARY LEVEL: 17-18  
ENTRY SALARY NOTCH: R525 368.57 pa

**Duties**  
• Operation and Maintenance of the water and sewer networks • Develop and implement the maintenance programme • Design of small to medium reticulation schemes within settlements • Liaise with PSP's on new construction projects • Reporting as may be required by superiors (Packaged per requirements) • Monitor boreholes and perform thereof • Ensure water and Waste Water infrastructure is fully functional.

**Requirements**  
• Grade 12 plus National Diploma or degree in Civil engineering or Equivalent • At least 3-5 years' experience in water Networks & borehole Maintenance • Experience in water and sewer pipeline maintenance • Knowledge and understanding of municipal legislation and environment.

**PMU TECHNICIAN**  
REF: HR09/07/2021  
SALARY LEVEL: 17-18  
ENTRY SALARY NOTCH: R 525 368.57 pa

**Duties**  
• Delivering Technical support and evaluation of proposed projects in alignment with the respective municipal's IDP • Project managing the labour intensive projects in-line with the EPWP framework and the related reporting requirements • Arranging regular project progress meeting, ensuring compliance of all legal aspect and conditions as required by various spheres of government • Conducting site visits, meetings to ensure compliance to the business plan condition • Managing cash flows and committed project expenditure • Verifying contractors and consultant payments certificates and preparation of monthly payments scheduled documentation • Maintain project performance data on national database

**Requirements**  
• Grade 12 plus National Diploma in Civil Engineering, Degree will be an added advantage • Project Management skills with experience of more than 3 years' post qualification in civil engineering contracts, self-starter, good communication and report writing. \*Ability to work under pressure • Knowledge of Municipal Infrastructure grant. • Valid Code EB Driver's License

**DEPARTMENT: COMMUNITY SERVICES**  
**MANAGER: WASTE**  
REF NO: HR10/07/2021.  
SALARY LEVEL: 17-18  
ENTRY SALARY NOTCH: R525 368.57 pa

**Duties**  
• Coordination of Municipal Integrated Waste Management Planning, Reporting and Programs • Effective monitoring of waste management services where external mechanisms of providing such services have been acquired • Annual performance reporting in terms of Section 46 of the Municipal Systems Act in line with the implementation of the Municipal Integrated Waste Management Plan •

Effective monitoring of Key Performance Indicators for contracted Waste Management Services • Management and overseeing of waste management services which include, amongst others, household waste collection services, public space cleansing, recycling activities and waste disposal services • Supervise the transportation of waste to ensure that it takes place efficiently without contaminating air, land and water sources • Assist with the development, promotion and implementation of new waste disposal initiatives and schemes • Ensure compliance with current legislation in the transportation, handling and disposal waste • Coordination of Service delivery budget implementation planning (SDBIP) and related Key Performance Areas/Indicators with respect to Municipal Waste Management and Environmental Services • Monitor weekly plans to ensure efficient waste management service delivery across all Municipal Wards • Enforcement of Waste Management By-laws through effective supervision of Solid Waste By-Law Enforcement, Waste and Educational division • Collate statistics and compile monthly and quarterly reports to the Head of Unit (HOU) • Ensure adherence to the National Environmental Management Act 107 1998, Specific Environmental Management Acts and associated Regulations, Norms and Standards • Development and implementation of Strategies and Policies (By-laws) to give effect to a clean & healthy environment • Deal with enquiries and complaints from members of the public in person, by phone or emails • Identify and target areas with fly-tipping or refuse bag problems, working to find solutions to eliminate the problems • Investigate and follow-up claims of illegal dumping of waste and work with other waste regulation enforcement staff • Consult with residents, community groups, councillors, housing associations and traders about waste management issues, identify their requirements and provide solutions • Assist with the development of public information, education and promotional materials • Daily administrative duties, including assigning of tasks to direct subordinates, signing of internal and external correspondence as well as liaising with internal staff including Head of Unit (HOU), and Head of Department (HOD) • Liaising with staff, HOU, HOD as well as internal and external stakeholders.

**Requirements**  
• Grade 12 plus National Diploma / BTech in Environmental Management with 3-5 years' experience • Additional short courses or training in Environmental Law would be an added advantage • Code C1 Driver's license

**MANAGER: ENVIRONMENT**  
REF NO: HR11/07/2021.  
SALARY LEVEL: 17-18  
ENTRY SALARY NOTCH: R525 368.57 pa

**Duties**  
• Coordinate environmental compliance and enforcement programmes within the Municipal jurisdiction • Co-ordinate all aspects of environmental management within the Municipal jurisdiction including resource extraction (prevention of illegal mining activities), pollution reduction, waste management, development controls and environmental risk management • Facilitate internal control (Environmental Management Systems) systems to ensure compliance with the MFMA, National Environmental Management Act 107 of 1998, Specific Environmental • Management Acts (SEMAs) and associated Regulations, Norms and Standards • Continuous auditing and alignment of appropriate environmental mechanisms, plans and programmes with the Key Performance Area of the Municipality • Effective monitoring of Key Performance indicators pertaining to overall Environmental Compliance • Management and overseeing of waste management services which include, amongst others, household waste collection services, public space cleansing and waste disposal services • Compile monthly and quarterly reports to the Head Of Unit • Daily administrative duties, including assigning of tasks to direct subordinates, signing of internal and external correspondence as well as liaising with internal staff including Head of Unit (HOU).

**Requirements**  
• Grade 12 plus National Diploma / BTech in Environmental Management with 3-5 years' experience of which 2 years should be supervisory level • Additional short courses or training in Environmental Law would be an added advantage • Additional Training in Environmental Management Inspectorate would be an added advantage • Registration with a relevant Professional Body will be an added advantage • Code C1 Driver's license.

**MANAGER: SECURITY**  
REF NO: HR12/07/2021.  
SALARY LEVEL: 17-18  
ENTRY SALARY NOTCH: R525 368.57pa

**Duties**  
• Co-ordinate physical security and access control of all municipal buildings • Conduct Risk Assessments and security evaluation • Ensure compliance with relevant legislation, security policy, regulations, rules, norms and standards of MKLM • Ensure compliance to Service Level Agreement by the security service provider/s • Responsible for all public gathering applications and meetings thereof, in terms of Regulations of Gathering Act NO.205 of 1993 • Liaise with other government departments to enhance intergovernmental relations on security matters • Develop and implement security policies, protocols and procedures • Conduct security education, awareness and workshops • Provide security advice to all Municipal departments • Managing and

supervising security personnel • Plan and coordinate security operations for specific events • Create reports for Management on security status • Review reports on incidents and security breaches • Control budget for security operations and monitor expenses • And perform any other security related functions on behalf of the municipality

**Requirements**  
• Grade 12 plus National Diploma or Degree in Policing/ Security Management /Law enforcement • Proven relevant 3-5 years' experience in security agencies or Law enforcement environment of which 2 years should be supervisory level • The candidate must submit a police clearance certificate and will undergo background checks • Having a driving license at least EB • Relevant knowledge of Security and Public Safety legislations

**DEPARTMENT: BUDGET AND TREASURY OFFICE**  
**MANAGER: BILLING**  
REF NO: HR13/07/2021.  
SALARY LEVEL: 17-18  
ENTRY SALARY NOTCH: R525 368.57 pa

**Duties**  
• Approve all invoices for accuracy • Run invoice batches • Review invoice batches for accuracy using all tools available • Check that all transactions and applicable fees appear on invoice • Work closely with other departments, communicating via email/ phone regarding any questions/changes to the billing • Monitor deviation reports, print invoices, edit list and review for accuracy • Run billing monthly • Administer the issuing of invoice to vendors by posting and monitoring them for accurate delivery • Post invoices to the general ledger and review all edited reports and correct where necessary • Support all inquiries and issue corrected invoices when appropriate • Supervise all meter-reading supervisors, officials and clerks.

**Requirements**  
• Grade 12 plus Degree in Financial Accounting OR Grade 12 plus National Diploma with 3-5 years relevant experience of which 3 years should be supervisory level • Computer Literacy • Knowledge of solar/Venus and Evenus will be an added advantage.

**MANAGER: RATES AND VALUATION**  
REF NO: HR14/07/2021.  
SALARY LEVEL: 17-18  
ENTRY SALARY NOTCH: R525 368.57 pa

**Duties**  
• Develop strategies, policies and guidance to support the delivery of council's objectives and vision concerning the use of the council's Property Resources • Liaises with town planning in relation of finalisation of the valuation roll • Ensures that the valuation roll balances to the accounting system • Approves changes to owner information after capturing on the accounting system • Updates the accounting system with supplementary valuation rolls • Performs valuations, tariffs and property categories reconciliation monthly • Ensures that government accounts are prepared on a yearly basics and not monthly • Develop a set of programs to review the council's use of its property resources and link the reviews to a program of property disposals in accordance with the Council's capital, assets and property strategy • Submit list of information/data changes to Head of Unit Revenue on monthly basis.

**Requirements**  
• Grade 12 plus Degree in Property and Valuation Management with Three (3) years' experience in the relevant field • Grade 12 plus National Diploma in financial accounting with Five (5) years' experience in the relevant field • Computer Literacy • Knowledge of Solar/Venus and Evenus will be an added advantage.

**MANAGER: BUDGET AND LEGISLATIVE REPORTING**  
REF NO: HR15/07/2021.  
SALARY LEVEL: 17-18  
ENTRY SALARY NOTCH: R525 368.57 pa

**Duties**  
• Support the head of Unit in the preparation of budget • Responsible for the preparation and submission of all reports as required in terms of Section 71 to 75 of the MFMA and DORA • Responsible for preparation of reconciliation on monthly, quarterly, six months and annual reports required by the MFMA and other applicable legislation • Any other duties that might be assigned by Head of the Unit or CFO • Manage staff performance and discipline within the section.

**Requirements**  
• Grade 12 plus BCom in accounting with 3-5 years relevant experience of which 3 years should be supervisory level • MFMP or CPMD Compliant • Computer literacy • Excellent report writing and presentation skills • Planning and organizing skills.

**OFFICER: BUDGET AND LEGISLATIVE REPORTING**  
REF NO: HR16/07/2021  
SALARY LEVEL: 15-16  
ENTRY SALARY NOTCH: R330 503.61pa

**Duties**  
• Preparation of all reports in terms of MFMA • Preparation of section 71 Reports • Extract information from ledgers and populate into prescribe form from National Treasury • Progress Report to the organs of state on expenditure incurred of the subsidy received from those departments • Implementation of the SA STATS financial and non-financial statistic report • Assist in the preparation of all relevant schedule for the Adjustment and Original budget • Compilation of Grants and Investments Reconciliation • Assist in the preparation of Monthly Finance Portfolio, EXCO and Council Agendas

**Requirements**  
• Grade 12 plus National Diploma/Bachelor's degree in Accounting or Economics • 3 Years relevant working experience • Computer literacy • Knowledge on Municipal Finance Management will be an added advantage

**DEPARTMENT: CORPORATE SUPPORT SERVICES**  
**ASSISTANT MECHANIC (FLEET) X2**  
REF NO: HR17/07/2021.  
SALARY LEVEL: 12-14  
ENTRY SALARY NOTCH: R246 188.01pa

**Duties**  
• Responsible for a variety of tasks including performing maintenance on heavy equipment, repairs in the filed/workshop when equipment is down and working under the directive of the senior mechanic • Physically assist the mechanic with all aspects of his job e.g. Welding, Engine overhaul, gearbox overhaul and the like, in order to ensure that the work is performed effectively • Must perform job in a safe manner and ensure a safe workplace to include reporting unsafe work conditions and safety violations • Ensure full compliance with company policy and or but limited to all applicable ruled and regulations as related to job function • Assist senior workshop with repairs, maintenance and other duties require to maintain a properly running equipment fleet.

**Requirements**  
• N1-N3 Certificate in Mechanical Engineering • 3 or more years of mechanical experience • Valid code C (11) Driver's license as required to drive on Company business vehicles • Ability to follow specific instructions and adhere to safety guidelines

**MECHANIC (FLEET) X2**  
REF NO: HR18/07/2021.  
SALARY LEVEL: 15-16  
ENTRY SALARY NOTCH: R330 503.61pa

**Duties**  
• Responsible for a variety of tasks including performing maintenance on heavy equipment, repairs in the field/ workshop when equipment is down • Must perform job in a safe manner and ensure a safe workplace to include reporting unsafe work conditions and safety violation • Ensure full compliance with company policy and or but limited to all applicable ruled and regulations as related to job function • Work together with repairs, maintenance and other duties required to maintain a properly running of equipment fleet • Maintain clean workshop area • Assist with diagnostic problem solving • General Mechanical Knowledge.

**Requirements**  
• N4-N6 Certificate in Mechanical Engineering • 3 or more years of mechanical experience • Valid code C (11) Driver's license as required to drive on Company business vehicles.

**DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT**  
**OFFICER: BUSINESS SUPPORT DEVELOPMENT**  
REF NO: HR19/07/2021  
SALARY LEVEL: 15-16  
ENTRY SALARY NOTCH: R330 503.61pa

**Duties**  
• Implementation of LED strategy • Development and maintenance of SMME database systems and clients support • Developing public private relationship for local economic development project • Assist in increasing SMME access to private and public procurement opportunities • Identification of SMMEs constraints and facilitate capacity building and support to address challenge • Facilitation of skills development programmes for enterprises

**Requirements**  
• Grade 12 plus National Diploma/ Degree in Business Management/Business Administration/ Entrepreneurship/Economic science • 2-3 years working experience • Computer literacy • Valid driver's license.

**Interested candidates should send an application letter (No Z83 forms), CV, Certified copies of Qualifications and ID in a sealed envelope to the address given below:**

**The Municipal Manager**  
**Moses Kotane Local Municipality**  
**Private Bag X1011**  
**Mogwase 0314**

**OR**  
**Hand delivery to the Civic Centre**  
**Stand number 933, Unit 3 railway Road**  
**HR Office**  
**Mogwase 0314**

**(All hand deliveries are to be submitted at the entrance of the Municipality due to Covid -19 arrangements).**

**Faxed or e-mailed applications will not be accepted**  
If no response is received in 3 months, you must consider your application as being unsuccessful, and any further correspondence will be entered only with shortlisted candidates.

The Moses Kotane local municipality is committed to employment practices that redress past imbalances, and therefore disabled candidates who meet requirements are encouraged to apply.

**NB: The employer shall have a right to appoint or not.**

**All enquiries should be directed to the human resources office at 014 555 1429/1555/1538.**

**CLOSING DATE: 13/08/2021 AT 12H00.**

**MR M.V. LETSOALO - MUNICIPAL MANAGER**