



MERAFONG CITY LOCAL MUNICIPALITY

MERAFONG CITY LOCAL MUNICIPALITY RE-ADVERTISEMENT INTERNAL / EXTERNAL JOB POSTING

The Merafong City Local Municipality hereby invites applications from suitably qualified candidates for the following positions:

CLOSING DATE: 20 JUNE 2025

1. DEPARTMENT: CORPORATE AND SHARED SERVICE	
SECTION: HUMAN CAPITAL	
MANAGER HUMAN CAPITAL	PERMANENT
2. DEPARTMENT: COO	
SECTION: RISK MANAGEMENT	
RISK OFFICER	PERMANENT
3. PUBLIC SAFETY	
SECTION: PUBLIC SAFETY	
VIP PROTECTION OFFICER X12	PERMANENT

The Merafong City Local Municipality promotes and applies the principles of employment equity, in line with the City's Employment Equity plan. As Merafong City Local Municipality, our vision, mission and values, as set out below, are core to who we are and provide us with a compass for our actions:

Vision: An economically sustainable, community oriented and safe city

Mission: To create an enabling environment that is transparent and accountable to the community, by providing excellent, effective and efficient services.

- Accountable
- Transparency
- Responsive
- Integrity
- Professionalism
- Excellence

All enquiries relating to job content can be directed to the Acting Human Capital Ms B Lambert @ Human Resource office, Tel. (018) 788 9633/9046 & Ms Mtyotywa @ mmtotywa@merafong.gov.za during office hours. All enquiries relating to job content can be directed to: **The Executive Director Corporate and Shared Services, Ms D Mokoma on tel. (018) 788 9005 or email: dmokoma@merafong.onmicrosoft.gov.za during office hours.**


Detailed comprehensive Curriculum Vitae, certified copies of qualifications, driver's licence and Identity Document, must be hand or post delivered to the Office Human Resource Management Office number G30, Municipal Building, Halite Street, Carletonville during office hours OR emailed to recruitment@merafong.gov.za. You will be required to bring the original should you be shortlisted.

Closing date for all applications: **FRIDAY, 20 JUNE 2025 AT 16:00**

Note:

Fraudulent qualifications or documents will immediately be disqualifying any application. Shortlisted candidates will be subjected to security vetting and information verification.

All positions are stationed at the Merafong City Local Municipality in Carletonville. Merafong City Local Municipality reserves the right not to make an appointment.

Merafong City Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. 

Kind Regards



**MR DD MABUZA
MUNICIPAL MANAGER
MERAFONG MUNICIPALITY**



MERA FONG CITY LOCAL MUNICIPALITY
Merafong City Local Municipality hereby invites applications from suitable qualified and experienced candidates for appointment to the following position:

**RE-ADVERTISEMENT
INTERNAL/EXTERNAL
DIRECTORATE: CORPORATE AND SHARED SERVICES**

POSITION	: MANAGER HUMAN CAPITAL
SECTION	: HUMAN CAPITAL MANAGEMENT
REFERENCE	: HR/1/05/2025
REMUNERATION	: IN ACCORDING WITH JOB LEVEL 1 OF MERA FONG CITY LOCAL MUNICIPALITY (R 887 238.90 PER ANNUM, EXCLUDING BENEFITS)


REQUIREMENTS Grade 12 • B-Degree in Human Resource Management or related field (NQF)7 TO Human Resources environment • Meeting minimum competency Levels in terms of Gazette 29967, will be an added advantage • Valid code 08 Drivers Licence • 8 years considerable experience in Human Resources management • At least 3 years supervisory experience • Experience in payroll administration and management • Registration with IMPSA/SABPP will be an added advantage • High level of computer literacy (office Practice) • Sound knowledge and understanding of all applicable legislation including the Municipal Finance Management Act , Amended Municipal Systems Act, Municipal Structure Act, Municipal Finance management Act, etc • Must be able to work irregular hours and overtime when necessary.

RESPONSIBILITIES: Forward planning and Human Resources Strategy Alignment, by:- Researches and develops strategic and short time for the Human Resources functionality • Human Resources Management functions:- Policies procedures and systems- Managers and controls organizational change and development through the formation of policies and procedures and forwards/presents to the Executive Director: Corporate and shared services and/ or Council committees • Communication – Implements Human Capital communication strategies aimed at creating awareness and/or seeking acknowledgement • Employee Relations by:- Manages and control procedures and processes associated with maintaining employment relations and Industrial peace • Human Resources management by:- Information management and Record keeping •Manages the scope and procedural administrative requirements and reporting deadline associated with the functionality • Implementation of HR policies systems and procedures • Development and implementation project specific HR processes • Manage Recruitment and contracting processes • Manage the onboarding and offboarding of staff • Support the project team

with performance management and Labour relations • Directing and controlling Key Performance Indicator and outcomes of personnel within the HR section

CORE PROFESSIONAL COMPETENCIES: Organisational Awareness – Consulting – Planning and Organising – Monitoring and Control – Negotiation – Oral Communication – Written Communication **Functional Communication:** Change management – HR Technology/Information Management – HR Services Delivery – Strategic HR Management – Talent Management – Workforce Planning – Compensation and Benefits Management **Public Service Orientation Competencies:** Interpersonal Relationships – Communication – Services Delivery Orientation **Personal :** Action and outcome Orientation – Conflict Management – Resilience – Learning Orientation – Accountability and Ethical Conduct – Problem Solving and Analysis **Management:** Direction Setting – Impact and Influence – Coaching and Mentoring – Team Orientation



Please note that within the framework of Council's Employment Equity Plan and in promoting Gender Equality – people living with disability, female and previously disadvantaged candidates are especially encouraged and invited to apply. 



MERA FONG CITY LOCAL MUNICIPALITY

Merafong City Local Municipality hereby invites applications from suitable qualified and experienced candidates for appointment to the following position:

RE-ADVERTISEMENT INTERNAL/EXTERNAL DIRECTORATE: CHIEF OPERATING OFFICE


POSITION	: RISK OFFICER
SECTION	: RISK MANAGEMENT OFFICE
REFERENCE	: RISK/1/05/2025
REMUNERATION	: IN ACCORDING WITH JOB LEVEL 5 OF MERA FONG CITY LOCAL MUNICIPALITY (R472 479.08 – 495 459.06 – 520 605.61 PER ANNUM, EXCLUDING BENEFITS

REQUIREMENTS: National Diploma in Risk Management/Accounting/Auditing or related B-Degree will be an added advantage • 3-5 years' experience in any sphere of government in a risk management/ accounting or audit environment • Computer literacy • Valid Driver's License.

RESPONSIBILITIES: Assisting in the development and implementation of the risk management policy, strategy, implementation plan and risk identification and assessment methodology. • Coordinating the risk identification and assessment session for both Strategic and Operational risks. • Periodically updating the Risk register with new and emerging risks. • Co-ordinating workshops and information sharing sessions on fraud and corruption and Strategic and Operational Risks of the organisation. • Coordinating risk management training at all levels to cultivate a risk management culture and to transfer risk management skills. • Assisting Management with risk identification, assessment and development of response strategies. • Monitoring the implementation of risk mitigation action plans. • Assisting in compiling risk reports as required for Executive Committee, Audit and Risk Management Committee and Council. • Participating with Internal Audit, Management and Auditor-General in developing the combined assurance plan for the Institution. • Providing inputs into the development and subsequent review of relevant policies, strategies, and plans including the fraud prevention plan, business continuity plan. • Risk Assurance. • Attending of Provincial Audit and Risk forums. • Reporting to the Risk Manager performance on mitigation strategies and Action Plans

FUNCTIONAL COMPETENCIES: Knowledge of relevant legislation in local government. Computer literacy, Safety regulations. Familiarity with relevant policies and procedures of risk management and fraud and corruption. Communication and conflict management skills, Numeracy, detailed knowledge of the general tools and techniques of risk management, Proactive, Report writing skills, analytical skills, negotiation skills, creativity and flexibility. **Personal:** Accountability, integrity, honest, reliable and good ethical conduct.



Please note that within the framework of Council's Employment Equity Plan and in promoting Gender Equality – people living with disability, female and previously disadvantaged candidates are especially encouraged and invited to apply. 



MERA FONG CITY LOCAL MUNICIPALITY

Merafong City Local Municipality hereby invites applications from suitable qualified and experienced candidates for appointment to the following position:

INTERNAL/EXTERNAL DIRECTORATE: PUBLIC SAFETY

POSITION	: VIP PROTECTION OFFICER x12
SECTION	: PUBLIC SAFETY
REFERENCE	: VIP/1/05/2025
REMUNERATION	: IN ACCORDING WITH JOB LEVEL 8 OF MERA FONG CITY LOCAL MUNICIPALITY (R 320 082.82 , 336 322.62 – 353 418.35 – 371 363.48) PER ANNUM, EXCLUDING BENEFITS

REQUIREMENTS: • Grade 12 • Valid Code 08 Driver's License • 1-2 years' experience within a security environment • Good driving skills • Must have NO criminal record • Must be able to work irregular hour and overtime when required • Must be able to work in all conditions, i.e. weather and environment • Good communication skills • Fire Arm Competency Certificate will be an added advantage. Attentive to detail • Physical fitness

RESPOSIBILITIES: • Responsible for pro-active and reactive protection of VIP against direct and indirect personal risks impartially and with respect of norms of the Law and Society, • Ensure that the principal does not fall into any danger • Must be able to control crowd for the entrance and exit of the principal in hostile environment • May be a driver responsible to safe drive and upkeep of a principal or escort vehicle • make sure of principal's schedule of work in order to be able to plan protection activities • Responsible to report to the Superintendent: VIP • Keeping of Mayoral and Speaker vehicle clean and in good conditions • Making route maps based on the diary • Must honour all appointments and must ensure that principal arrives on time for appointments • Adhere to the principles of conduct during execution of duties • attendance of meetings. • Protection of the principal and their immediate family.

COMPETENCIES- Community and customer focus – Problem Solving – Negotiation and Influencing – Resilience Functional Competencies: Ethics and Professional – Patrol Enforcement and Emergency response



MERAFONG CITY LOCAL MUNICIPALITY

APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.

A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for	
Reference number	
Name of Municipality	MERAFONG CITY LOCAL MUNICIPALITY
Notice service period	

B. PERSONAL DETAILS

Surname				
First Names				
ID or Passport Number				
Race	African	Colored	Indian	White
Gender			Female	Male
Do you have a disability?			Yes	No
If yes, elaborate				
Are a South African citizen?			Yes	No
If no, what is your Nationality?				
Work Permit Number (if any):				
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below.				No
Political Party:	Position:		Expiry date:	
Do you hold a professional membership with any professional body? If yes, provide information below				No
Yes				
Professional Body:	Membership Number:		Expiry date:	

C. CONTACT DETAILS

Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (Mark with an X)	Post	E-mail	Fax
Correspondence contact details (in terms of above)			

D. QUALIFICATIONS (Additional information may be provided on your CV)

Name of School / Technical College	Highest Qualification Obtained	Year Obtained	
Name of Institution	Name of Qualification	NQF Level	Year Obtained

E. WORK EXPERIENCE (Additional information may be provided on your CV)

Employer (starting with the most recent)	Position	From	To	Reason for leaving
If you were previously employed in Local government, indicate whether any condition exists that prevents your re-employment:			Yes	No
If yes, provide the name of the previous employing municipality:				

F. DISCIPLINARY RECORD

Have you been dismissed for misconduct on or after 5 July 2011?	Yes	No
If yes, Name of Municipality / Institution:		
Type of Misconduct / Transgression		
Date of Resignation / Disciplinary case finalised		
Award / Sanction		
Did you resign from your job on or after 5 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet.	Yes	No

G. CRIMINAL RECORD

Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on a separate sheet.	Yes	No
If yes, type of criminal act		
Date criminal case finalised		
Outcome / Judgement		

H. REFERENCE

Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

I. DECLARATION

I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.

Signature:

Date: