



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

INTERNAL/EXTERNAL JOB POSTING


DEPARTMENT: MPAC

POSITION : MPAC COORDINATOR
SECTION : MPAC
REFERENCE NO : MMPAC/01/08/2025
REMUNERATION : In accordance with job **level 5** of Merafong City local Municipality R 472 479.08 – R 495 459.06 – R520 605.61 per annum excluding benefits)

REQUIREMENTS: Grade 12 • Diploma in Audit/Accountancy/Economics/ Public administration or related commercial field (NQF 7) in the MPAC environment • Understanding of Local Government Administrative processes, policy formulation and implementation is an inherent requirement for the job. 3 - 5 years considerable experience in MPAC or committee support functions • Experience in Auditing, MPAC reporting • Knowledge of terms and reference on the MPAC in local government • 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. • Must have good supervision and interpersonal skills. • Strategic thinker • Computer Literacy. High degree of confidentiality. Good interpersonal relations and a high degree of ethics

KEY RESPONSIBILITIES: Plans and coordinates the key performance areas and outcomes for the Office of the Chairperson of the Municipal Public Accounts Committee (MPAC) through the alignment and promotion of MPAC's mandates/ resolutions, collating relevant documents (Audit Reports on Annual Financial Statements, Reports issued by the Auditor General, Mayors Quarterly Reports, etc); managing investigations and projects requested by EXCO and Council to MPAC; coordinating the invitation of members of the public to attend any meetings of the Committee in respect of s16(1) of the Municipal Systems Act, 2000; and managing the administrative/ secretarial/ function associated with the Office of the MPAC. Managing budget and assets for the Office of the MPAC. Compile the MPAC programme and integrate into the institutional calendar

SKILLS & KNOWLEDGE: Demonstrated strategic skills in the development and implementation of MPAC Strategy in small/ medium sized organization • Project/ programme implementation skills and knowledge • Case management, documentation and reporting skills • Excellent written, oral, interpersonal, and presentation skills and the ability to effectively interface with all team members and stakeholders • Proven ability to juggle a complex workload, prioritise effectively, take the initiative, problem solve, be flexible and work with minimal supervision • Demonstrated ability to build consensus, facilitate collaboration and problem- solving and manage conflict among varied stakeholders in matrixed environment • Ability to set boundaries and to make stand behind tough decisions •

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



**MERA FONG CITY LOCAL MUNICIPALITY ADVERTISEMENT
INTERNAL/EXTERNAL**

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

INTERNAL / EXTERNAL JOB POSTING

CLOSING DATE: FRIDAY, 12 SEPTEMBER 2025

1. DEPARTMENT: CORPORATE SHARED AND SERVICES/ COUNCIL SUPPORT	
SECTION:	
MPAC COORDINATOR	Level 5

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 LM, our values, as set out below, are core to who we are and provide us with a compass for our actions:

- Accountability
- Transparency
- Responsive
- Integrity
- Professionalism
- Excellence

All enquiries relating to job content can be directed to the Acting Manager: Human Resource office, at tel. **(018) 788 9005/9046/9633** during office hours.

Detailed comprehensive Curriculum Vitae, certified copies of qualifications, drivers licence and Identity Document, must be hand delivered to the Office Human Resources Management Office number **G30- G32**, Municipal Building, Halite Street, Carletonville during office hours OR emailed to recruitment@merafong.gov.za. **EMAIL APPLICATIONS ARE ACCEPTED.** **Reference number to be used on the subject. You will be required to bring the original document should you be shortlisted.**

Fraudulent qualifications or documents will immediately be disqualified. The successful candidate will sign an employment contract.

All positions are stationed at the Merafong City Local Municipality.

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. If you do not hear from us within 90 days of the closing date, kindly accept that your application was unsuccessful, and communication will be limited to short-listed candidates.

Kind Regards



MR DD MABUZA
MUNICIPAL MANAGER



MERAFONG CITY LOCAL MUNICIPALITY ADVERTISEMENT INTERNAL/EXTERNAL

Merafong City Local Municipality hereby invites applications from suitably qualified and experienced for appointment to the following positions:

CLOSING DATE: FRIDAY, 12 SEPTEMBER 2025

1. ADVERTISEMENT AND APPOINTMENT PRINCIPLES

- 1.1 These vacant posts are advertised in terms of Municipal Systems Act 32/2000 as well as the Main Collective Agreement.
- 1.2 In the advertising and filling of these vacant posts the Departments will be guided by policy guidelines of the Employment Practice Policy and Employment Equity Plan.
- 1.3 Previously disadvantaged and disabled people are encouraged to apply.

2. GENERAL INSTRUCTIONS

Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

2.1 INSTRUCTIONS TO CANDIDATES

- 2.1.1 Applications should be accompanied by a comprehensive CV which should include full particulars of training, qualifications, skills, competencies, knowledge & experience.
- 2.1.2 Certified copies of your identity document, driver's licence and qualifications not older than 6 months must be attached.
- 2.1.3 Applicants must quote the Reference Number for the position that they are applying for.

NB. The required original documents must be produced prior to the date of commencement of duty.

Emailed applications will be accepted.

NB! Merafong City Local Municipality cannot be held liable nor responsible for not considering, processing incomplete or incorrect applications or which reach their destination after the closing date referred below. Posted applications to Municipal Manager, Attention: Section Human Capital will only be accepted if they have an affixed post office stamp dated within the period of advertisement i.e. **before or on 12 September 2025**.

Applicants requiring additional information regarding the advertised post, must direct their enquiries to Room **G30/32** at the Section: Human Capital or telephone

number (018) 788 9674/ 9046/ 9633. A container for **hand delivered** applications will be placed at Human Capital Section/ Reception, from Monday to Friday between **08:00 and 16:00** daily until, **12 September 2025**.

POST APPLICATIONS MUST BE ADDRESSED TO: **MUNICIPAL MANAGER:**
Merafong City Local Municipality: Attention: Section Human Capital, P.O
BOX 3, CARLETONVILLE 2500

PUBLICATION: ALL MERAFONG CITY NOTICE BOARDS AND WEBSITE