

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 position

INTERNAL / EXTERNAL JOB POSTING

CLOSING DATE: THURSDAY, 25th JANUARY 2024

1. DEPARTMENT: CORPORATE SHARED AND SERVICES	
SECTION: HUMAN CAPITAL	
MANAGER: Human Capital	Level 1
2. DEPARTMENT: OFFICE OF THE CHIEF FINANCIAL OFFICER	
SECTION: FINANCE	
MANAGER: Revenue Management	Level 1
3. DEPARTMENT: COMMUNITY SERVICES	
SECTION: PUBLIC SAFETY & SECURITY	
MANAGER: Public Safety & Security	Level 1
MANAGER: Parks & Cemeteries	Level 1
4. DEPARTMENT: INFRASTRUCTURE	
SECTION: PMU	
MANAGER: PMU	Level 1
5. DEPARTMENT: OFFICE OF THE MM	
SECTION: OFFICE OF THE MUNICIPAL MANAGER	
MANAGER: Office of the Municipal Manager	Level 1

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:

- Integrity
- Accountability
- Commitment
- Teamwork
- Pro activeness and Service excellence

All enquiries relating to job content can be directed to the Acting Manager: Human Resource Management, Employment Equity, & Recruitment office, tel. **(018) 788 9674/9046/9633** - e-mail: jmonne@merafong.gov.za, blambert@merafong.gov.za, mmtyotywa@merafong.gov.za during office hours.

Detailed comprehensive Curriculum Vitae, certified copies of qualifications, driver's licence and Identity Document, must be hand delivered to the Office Human Resource Management Office number **G30-G32**, Municipal Building, Halite Street, Carletonville during office hours only. Faxed, e-mailed and late applications will not be considered.

Closing date for all applications: **THURSDAY, 25th JANUARY 2024 AT 12:00**

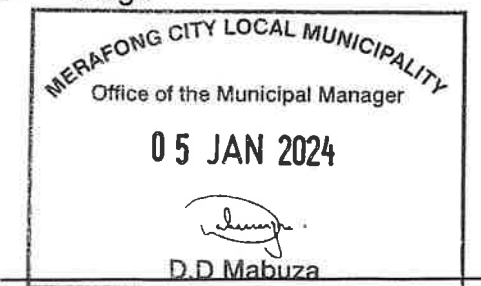
Fraudulent qualifications or documents will immediately be disqualified. The successful candidate will sign an employment contract.

Applicants who are not invited for interviews should regard their applications as unsuccessful. All positions are stationed at the Merafong City Local Municipality.

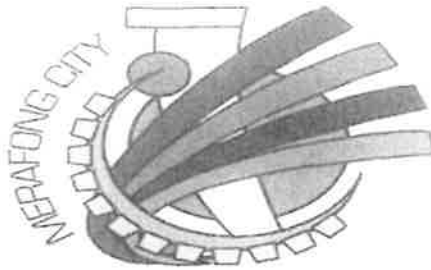
Merafong City Local Municipality reserves the right not to make an appointment.

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 60 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



MERA FONG 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, 25th January 2024

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.*
- 2.1.2 *Applicants must quote the Reference Number for the position that they are applying for.*

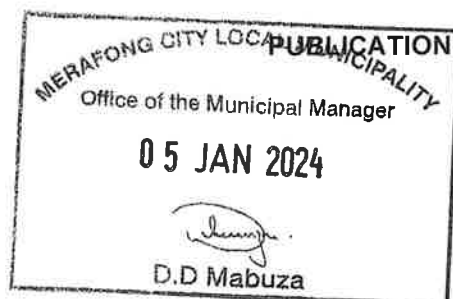
NB. The required original documents must be produced prior to the date of commencement of duty.

Faxed applications will not be accepted.

[B] 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 THURSDAY 25th January 2024

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, **THURSDAY 25th January 2024 at 12:00**

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



PUBLICATION: ALL MERA FONG CITY NOTICE BOARDS

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

(INTERNAL/EXTERNAL JOB POSTING)

DEPARTMENT: CORPORATE SHARED & SERVICES

POSITION : **MANAGER: HUMAN CAPITAL**
SECTION : **HUMAN CAPITAL**
REFERENCE NO : **MHC/01/2023**
RENUNERATION : In accordance with job **level 1** of Merafong City local Municipality (R836 485.16 per annum excluding benefits)

REQUIREMENT: 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 driver's license • 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.

SKILLS & KNOWLEDGE: Demonstrated strategic skills in the development and implementation of HR 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 •

RESPONSIBILITIES: • Forward planning and Human Resources Strategy Alignment, by: - Researches and develops strategic and short time plans for the Human Resources functionality • Personnel and Performance management, by :- Directs and control the performance Indicators and outcomes of personnel within the Section: Human Capital • Human Resources management functions:- Policies, procedures and systems – Manages and controls organizational change and development through the formation of specific 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 • Training and development by:- Plans, leads and directs the Training and development functionality • 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 deadlines 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.

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. 

MERAFONG CITY LOCAL MUNICIPALITY
Office of the Municipal Manager
05 JAN 2024

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

INTERNAL/EXTERNAL JOB POSTING

DEPARTMENT: OFFICE OF THE CHIEF FINANCIAL OFFICER

POSITION : **MANAGER: REVENUE MANAGEMENT**
SECTION : **REVENUE MANAGEMENT**
REFERENCE NO : **MRM/01/2024**
REMUNERATION : In accordance with job **level 1** of Merafong City local Municipality (R836 485.16 per annum excluding benefits)

REQUIREMENTS: Grade 12 • B- Degree in Finance/Accountancy/Economics or related field (NQF 7) to Revenue management environment • Meeting minimum competency Levels in terms of Gazette 29967 • Valid code 08 driver's license • 8 years considerable experience in Revenue management • At least 3 years supervisory experience • Experience in financial and performance reporting • Knowledge of billing and property rates • 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 management and interpersonal skills. • Strategic thinker • Computer literacy

RESPONSIBILITIES: •

Manages the revenue management division comprising the customer care & debt management; consolidated billing; valuations & rates and credit control. • Prepares annual forecasts of work to be performed in each section of the Division by reviewing existing procedures and systems so that the operation of the Division is planned and run effectively. Controls all accounting and administration functions relating to the division • Prepares estimates of capital, income and expenditure. Assist the Chief Financial Officer with the operations of the finance department. Formulation and implementation of the credit control and debt collection policies and procedures. Revises and reviews training needs of the Sections; identifying needs revealed in performance appraisals of the staff members to maintain the efficient running of the Division. • Participates in the planning and management of the Department of Finance by attending the discussions at senior staff meetings to ensure that the department meets its targets. • Groups and organizes work in the Division by developing organization structures so that the work can be accomplished effectively by the staff in the Division. • Makes decisions relative to the Division by involving active participation of the employees in order to ensure the smooth and effective running of the Division. • Ensures that accounts are rendered in respect of Rates, Sewerage, Water, Electricity, Refuse and other miscellaneous charges by liaising with responsible Chief Accountant to ascertain if processing due dates are kept and to take corrective action if not.

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

INTERNAL/EXTERNAL JOB POSTING

DEPARTMENT: COMMUNITY SERVICES

POSITION : **MANAGER: PUBLIC SAFETY & SECURITY**
SECTION : **PUBLIC SAFETY & SECURITY**
REFERENCE NO : **MPSS/01/2024**
REMUNERATIONS : In accordance with job **level 1** of Merafong City local Municipality (R836 485.16 per annum excluding benefits)

REQUIREMENTS: Grade 12 • B- Degree in Policing/Traffic Management or related field (NQF 7) to public safety environment • Meeting minimum competency Levels in terms of Gazette 29967, will be an added advantage • Valid code 08 driver's license • 8 years' considerable experience in Public safety and security management • At least 3 years' supervisory experience • Experience in implementing of policies, procedures, by-laws, regulations and crime prevention strategies. • 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. • Prepare to travel extensively. No criminal records. Candidate will be subjected to security vetting.

RESPONSIBILITIES: Develop and implement policies, procedures, by-laws, regulations and crime prevention strategies. Lead and manage the Public safety unit to ensure maximum output, efficient and effective service delivery in accordance with Council Policies and statute legislation. • Manage operational areas and ensure optimal use and maintenance of resources and equipment. Organize the section to achieve effective and efficient service delivery • Develop and implement procedures to effectively manage and administer the section • Manage and administer personnel in accordance with applicable Legislation and Council Policies • *Financial management of the section through:* • Preparation of sections budget • Budget control (income and expenditure) • Budget review • Department control through: • Report back meetings • Progress reports on operational plans • *Planning for the respective sections* • Needs identifications in accordance with IDP • Develop business plans for prioritized projects • Develop operational plans • Develop sectional year plans • Prepare and submit the following reports: • Section 80 reports • Monthly activity reports • Project progress reports • Attend meetings relevant to the section to consult all stakeholders

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

INTERNAL/EXTERNAL JOB POSTING

DEPARTMENT: INFRASTRUCTURE DEVELOPMENT

POSITION : **MANAGER: PMU**
SECTION : **PROJECT MANAGEMENT UNIT**
REFERENCE NO : **PMU/01/2024**
REMUNERATION : In accordance with job level 1 of Merafong City local Municipality (R836 485.16 per annum excluding benefits)

REQUIREMENTS: B. Degree or NQF 7 qualifications in Civil Engineering or equivalent plus atleast diploma in Project management • 8 yrs experience in a Local government project management with atleast 3 years supervisory level • Valid Code 08 Drivers Licence • ECSA or professional registration certificate will be an added advantage. Extensive experience in the Municipal Infrastructure programme • High level of communication • Computer Literate • Prepare to work overtime and willing to travel to construction sites

RESPONSIBILITIES: Technical support and evaluation of proposed projects in alignment with the respective Municipal IDP's and the regional and Provincial growth and development plans • Prepare comprehensive business plans, feasibility studies, backlog studies, preliminary designs and cash flows on proposed projects. • Design operational and maintenance programmes on new projects • Projects- manage the labour-intensive projects in line with the EPWP framework and the related reporting requirements • Arrange regular projects progress meetings • Ensure compliance of all legal aspects and conditions, required from the difference spheres of government • Conduct site visits/ meetings to ensure compliance to business plan conditions • Manage cash flows and committed project expenditure • Verify payment certificates and preparation of monthly payment schedule documentation • Maintain project performance data on National database • Processing of related correspondence and assistance in report generation • Data Audits • Monitor and report on implemented capacity building initiatives • Implement the communication strategy in line with Provincial and National objectives • Capacity building for contractors and construction personal • Compile weekly and monthly, quarterly and annual reports • Provision and quality control of data • Manipulation of data for the preparation of all necessary reports to Municipal and the relevant Provincial and National departments • Co- ordination of MIG funding and projects • Reporting requirements in line with the Provincial and Municipal framework • Co-ordinate and communicate regular project meetings • Ensure compliance of all aspects and conditions, required from the different sphere of government • Maintain performance data on PMU database.

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

INTERNAL/EXTERNAL JOB POSTING

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

POSITION : **MANAGER: OFFICE OF THE MUNICIPAL MANAGER**
(Linked to term of Municipal Manager)
SECTION : **OFFICE OF THE MUNICIPAL MANAGER**
REFERENCE NO : **MMM/01/2024**
REMUNERATION : In accordance with job level 1 of Merafong City local Municipality (R836 485.16 per annum excluding benefits)

REQUIREMENTS: B. Degree or NQF 7 qualifications in Business Administration/Political Administration or equivalent • 8 years experience in a Local government administration. Atleast 3 years supervisory level • Valid Code 08 Drivers Licence • Extensive experience in the strategic management level. • High level of communication • Computer Literate, will be an advantage • Prepare to work overtime and willing to travel extensively

RESPONSIBILITIES: Manage and coordinate the administrative function of the office of the Municipal Manager Assist the functionaries in the office of the Municipal Manager and the municipality with the implementation of policies and legislations • Follow ups on the implementation of Council resolutions as well as MANCO, EXCO and MAYCO resolutions • Design, implement, maintain, and monitor the organization's reporting processes and systems, and regularly report on their effectiveness • Responsible for the timely delivery, provision, and preparation of the required high-quality reports • Prepare, manage and control the office of the Municipal Manager's operational budget effectively and efficiently • Liase with different stakeholders. Manage and lead the staff in the office of the Municipal Manager • Ensure the implementation projects and compliance with target dates. Deal with high level confidential correspondence in the office of the Municipal Manager • Research and Development, development and coordinate intergovernmental relations, international relations for benchmarking of operational and municipal programme.

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

(INTERNAL/EXTERNAL JOB POSTING)

DEPARTMENT: COMMUNITY SERVICES

POSITION : MANAGER: PARKS AND CEMETERIES
SECTION : PARKS
REFERENCE NO : MPC/01/2023
RENUNERATION : In accordance with job level 1 of Merafong City local Municipality (R836 485.16 per annum excluding benefits)

REQUIREMENT: Grade 12 • B- Degree in Horticulture or related qualification in Parks and cemeteries • 8 years considerable experience in Horticulture/ Parks Centres with atleast 3 years supervisory level • Valid code 10 driver's license • Computer literate • Project management will be added as an advantage • Communication skill • Leadership skill – Management Skill – Supervisory skill • Planning and implementation skills • Occupational health and safety training • Delegation skills and abilities • Financial management skills •

RESPONSIBILITIES: • Manage, planning and compiles budget and project plans to ensure adequate finances are made available to carry out services rendered • Manage, plans and devises the work programs by consulting with subordinates to ensures sufficient and effective productivity and service delivery • Plans and programs nature reserve and environmental rehabilitation projects by preparing business plan in order to enhance and protect the natural environment • Manage and Controls and supervises through subordinates by ensuring that all programmed work is timeously implemented to ensure ratepayers 'satisfaction • Controls matters relating to weed spraying and street trees in the district by liaison with the Vegetation Control Officer and ensuring that subordinates adhere to pre-determined programs and schedules to ensure effective weed control and street tree management. • Ensure that the most advanced horticultural and environmental techniques are applied by conducting research and networking with other institutions to ensure effective service delivery

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