



MERAFONG CITY LOCAL MUNICIPALITY

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: FRIDAY, 10 APRIL 2026

1. DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER	
SECTION: INTERGRATED DEVELOPMENT PLAN	
MANAGER: INTERGRATED DEVELOPMENT PLAN	LEVEL 1
SECTION: INTERNAL AUDIT	
INTERNAL AUDITOR	LEVEL 6
2. DEPARTMENT: CHIEF OPERATING OFFICER	
SECTION: PERFORMANCE MANAGEMENT OFFICE	
PROJECT COORDINATOR	LEVEL 5
3. DEPARTMENT: FINANCE	
SECTION: EXPENDITURE	
MANAGER EXPENDITURE	LEVEL 1
SECTION: FINANCIAL REPORTING	
ACCOUNTANT FINANCIAL REPORTING	LEVEL 5
ACCOUNTANT ASSETS	LEVEL 5
SUB ACCOUNTANT ASSETS	LEVEL 6
SECTION: REVENUE	
ACCOUNTANT PROPERTY RATES AND VALUATION	LEVEL 5
SECTION: SCM	
SENIOR SCM PRACTITIONER	LEVEL 4
SENIOR CLERK ACQUISITION	LEVEL 8
4. DEPARTMENT: CORPORATE AND SHARED SERVICES	
SECTION: SECRETARIAT AND RECORD MANAGEMENT	
MANAGER SECRETARIAT AND RECORD MANAGEMENT	LEVEL 1
SECTION: ICT	
IT TECHNICIAN	LEVEL 6
5. DEPARTMENT: PUBLIC SAFETY	
SECTION: SAFETY AND SECURITY	
MANAGER SAFETY AND SECURITY	LEVEL 1
6. DEPARTMENT: COMMUNITY SERVICES	
SECTION: FACILITIES	
LIFEGUARD X3	LEVEL 12
7. POLITICAL OFFICE	
SECTION: OFFICE OF THE SPEAKER	
PUBLIC PARTICIPATION OFFICER	LEVEL 8

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:

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

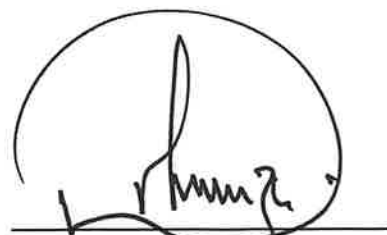
All enquiries relating to job content can be directed to the Acting Human Capital Manager Mr SB Mazibuko or Ms B. Lambert at tel. **(018) 788 9633/9046** during office hours.

A detailed application that includes an application form that is available on the municipal website www.merafong.gov.za , 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 G32, Municipal Building, Halite Street, Carletonville during office hours. Email applications are NOT accepted.. 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 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. 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



MERA FONG CITY LOCAL MUNICIPALITY

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 an application form, 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! 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 10 April 2026.**

A container for hand delivered applications will be placed at Human Capital Section, from Monday to Friday between **08:00 and 16:00** daily until, **10 April 2026.**

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 AND WEBSITE



MERA FONG CITY LOCAL MUNICIPALITY

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

OFFICE OF THE MUNICIPAL MANAGER INTERNAL/EXTERNAL JOB POSTING

POSITION : **MANAGER: INTERGRATED DEVELOPMENT PLANNING**
SECTION : **OFFICE OF THE MUNICIPAL MANAGER**
REFERENCE NO : **MIDP1/01/26**
REMUNERATIONS : In accordance with Job Level 1 of Merafong City Local Municipality (R931 689.56 per annum excluding benefits)

REQUIREMENTS: • A relevant 3 years tertiary qualification preferably with courses or specialisation in Public Administration or Performance Management or Project Management or B Degree or B Tech • 8 years relevant experience and previous experience of developing business plans within a political environment • Computer literacy: MS Office • 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. • Knowledge of public administration and understanding of local government operations. • Broad knowledge of integrated development planning and • Be able to compile annual and quarterly reports.

RESPONSIBILITIES: • Providing strategic support on matters relating to the IDP and Budget Integration • Strategically direct the municipal transformation order to comply with legislation and ensure that Council policies are effectively implemented • Aligning IDP with District, Provincial and National initiatives • Ensuring that the revised IDP are submitted to Province on time • Advise Council and Mayoral Committee on Integrated Development Plan matters • Monitoring and ensure the IDP aligns to and informs the capital & operational budget • Conducting public participation process as per IDP process plan • Ensuring that the IDP aimed at achieving the strategic objectives of the municipality, with resources aligned and sector programmes and projects working in support of one another • Aligning the Budget, SDBIP and Performance Management System with the IDP • Implementing of the IDP Development Strategies and ensure achievement of development priorities / objectives of the Integrated Development Plan of Council. • Ensuring functional implementation requirements are analyzed and coordinated to enable objectives associated with the provision of localized support is accomplished • Participating and contribute in Inter-Governmental alignment • Creating an understanding and awareness of Integrated Development and planning internally/externally • Implementing an effective and efficient administration process associated with the functionality • Ensuring a sound Financial Control Process •

COMPETENCIES: Core Professional Competencies -organisational Awareness/Political Impact – Information measuring and monitoring – planning and organising – monitoring
Functional Competencies: project management – information management – **Public Service Orientation Competencies** – service delivery orientation – interpersonal relationship – client orientation and customer focus – communication **Personal Competencies** – action

orientation – resilience – change readiness – learning orientation – problem solving – accountability – and ethical conduct **Management Leadership Competencies** - strategic capability and leadership – impact and influence – coaching and monitoring – team orientation



MERAFONG CITY LOCAL MUNICIPALITY


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

POSITION	: INTERNAL AUDITOR
SECTION	: INTERNAL AUDIT
REFERENCE	: IA2/01/26
REMUNERATION	: In accordance with Job Level 6 of Merafong City Local Municipality (R 452 056.66 – R 473 563.76 – R 496 150.25 per annum excluding benefits)

REQUIREMENTS: Grade 12 • A three year qualification with preference in Internal Auditing or Accounting or Finance as a major, registered with a recognised profession will be added as an advantage • 2 – 5 years' experience relevant to audit environment • Computer literacy: MS Office • Three years knowledge of legislation and other prescription affecting the organisation (including financial and non-financial legislation • must be able to work under mental stress due to the nature of certain matters, i.e. confidentiality, • must be able to work irregular hours and overtime when requires • Valid driver's licence.

RESPONSIBILITIES: Perform site audits by performing audit processes, including compiling audit evidence to determine the degree of compliance • Assists officials with advice on various queries or problems detected during audits • Develop the engagement plan in the line with the IIA standards and the organization's IA policies and procedures • Prepare and finalize audit report timeously, signed off by Internal Audit Manager/Chief Auditor • Acknowledges the scope of the work and the control audit program devised for staff to perform • Preparing working papers to the appropriate standards and submits audit file to the Chief Internal Auditor for review and to the Manager for final review • Performs work accordance with the Internal Audit Plan and Management requests and compiles audit working papers under the direction of the Chief Internal Auditor. • Relating to the Municipality's Performance Management System (PMS) in order to permit statutory reports to be compiled. • Assists with special investigations by compiling documentation • Maintains documentation of audits by establishing supportable and logical indexed working papers in accordance with the Standards for the Professional Practice • Assess the adequacy and effectiveness of stakeholder action plans by monitoring their implementation and report in writing to the Audit Committee to evaluate the progress of action plans.

CORE PROFESSIONAL COMPETENCIES • Written Communication • Oral Communication • Research analysis • Advocacy/Negotiation • Ethics and Professionalism • Organisational Awareness • **Functional Competencies** • Internal Auditing • Engagement Management • Information Management • **Public Service Orientation Competencies** • Interpersonal Relationships • Communication • Service Delivery Orientation • Customer Orientation and Customer Focus • **Personal Competencies** • Action and Outcome Orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation.

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

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

**DEPARTMENT: CHIEF OPERATING OFFICER
INTERNAL/EXTERNAL JOB POSTING**

POSITION : PROJECT CO-ORDINATOR
SECTION : PROJECT MANAGEMENT OFFICE (PMO)
REFERENCE NO : PMO3/01/26
REMUNERATION : In accordance with a Job Level 5 of Merafong City Local Municipality (R 496 150.28 – R 520 281. 56 R 546 687.95 per annum, excluding benefits)

REQUIREMENTS: • Gr 12 • National Diploma in Project Management or relevant tertiary qualification – Computer Literacy MS Office • 2 – 5 yrs experience in a municipal environment • Valid code 08 Drivers license • Ability to communicate effectively • Coordinates the implementation of programmes/project across different department • High level of Computer Literacy, including Microsoft Office programmes such as word, PowerPoint, excel & Access • Prepared to work overtime and irregular hours on demand.

RESPONSIBILITIES: • Monitoring the implementation of action plans • monitoring projects progress and MIG projects • Pre-populating and monitoring of projects charters • Reporting on performance and achievements of organisational performance with recommendations to EXCO • Submitting analysis report to EXCO and MAYCO on organisational performance • Developing of the organisational SDBIP • Analysing operational plans to ensure alignment with the SDBIP • Monitoring of implementation of procurement plan • Analysing, monitoring and site visiting on projects performance through Section 80 Reports • Identification of key issues and risks reflected on the consolidated progress report • Monitoring of contract management • Project planning in line with project management principles • Project management • Project administration • Monitoring and evaluating of projects (stat progress and closing) • Stakeholders management • Liaising with internal and external departments • Compilation of monthly plans and reports • Initiating contingency plans as and when necessary to ensure projects success • Presenting to various forums/stakeholders on projects/s progress and challenges.

Competencies: Functional /Professional Competencies: discipline specific skills – financial management – people management – planning and organising – monitoring and control – attention to detail – direction setting **Public Services Orientation Competencies** – interpersonal relationships – communication – service delivery orientation – client orientation and customer focus **Personal Competencies** - action and outcome

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especially encouraged and invited to apply. 



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

FINANCE INTERNAL / EXTERNAL JOB POSTING

DIRECTORATE: FINANCE

POSITION : **MANAGER EXPENDITURE**
SECTION : **EXPENDITURE**
REFERENCE : **ME4/01/26**
REMUNERATION : **In accordance with Job Level 1 Of Merafong City Local Municipality (R R931 689.56 Excluding Benefits)**

REQUIREMENTS: Grade 12. Tertiary Qualification preferably B Com with financial accounting as a major subject. Computer literacy. MS Office. 8 years or more relevant experience covering all aspects of the relevant financial process and the Management of Financial information or having gained specialist experience in a finance discipline. Extensive understanding and knowledge of the application of applicable local government legislation(e.g. MSA, MFMA and others as applicable)

RESPONSIBILITIES: Directing and controls outcomes associated with utilization, productivity and performance of personnel within the **Expenditure**. • Identifying and define immediate, short and long term objectives associated with **Expenditure Department** Services and processes • Managing, develop and monitor the annual **Expenditure** budget. • Analysing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period and/ or assessing the accuracy of project estimations/ costing referring to specifications and/ or technical requires. • Monitoring and implementing corrective measures to rectify deviations contrary to financial regulations, audit requirements and departmental procedure. • Prepare and manage the operational and capital budgets for the department's. Monitoring and overseeing the expenditure of the department in terms of the business plan and or the agreed budget. • Ensuring compliance with the Municipal Financial Management Act (MFMA). • Approving budgetary expenditures with authorisation limits or delegations. • Reviewing and report on financial performance of the department. • Managing and facilitate the implementation of business plans, policies and procedures of council structures and departments. • Managing and implement expenditure policies, procedures, controls and systems to ensure compliance with set regulations and in line with the MFMA and treasury regulations. • Advising the Departmental Managers on the preparation of an Annual budget /plan to ensure improved operational efficiencies to ensure that budget is submitted in line with deadlines specified in MFMA • Managing and control the payment process of matching tax invoices to quotes, purchase orders, budget sheets and delivery and goods received notes to ensure payment of valid suppliers for valid goods and services received Creditor Management. • Managing and control the reconciliation of creditors' invoices to statements of account to ensure accurate and complete information on creditors for payment purposes. •Managing the

issuing of payments to creditors to ensure that the organisation meets its obligations. • Manage and control the processes involved in the preparation of monthly reports that include age analysis, disputes and long outstanding orders to ensure availability of accurate expenditure information. • Managing and control the compliance with various policies, procedures and legislation to ensure that creditor's transactions are properly recorded and accounted for to provide accurate and reliable information on Creditor's transactions. • Manage and coordinate audit exercises, completion of year end audit packs and the provision of information required by auditors to ensure the audit queries are resolved in time to enable audit reporting.

COMPETENCIES: Core Professional Competencies • Oral Communication • Written Communication • Organisation Awareness • Costing • Financial Reporting • Problem Solving • Planning and Organizing • **Functional Competencies** • Accounting • Procurement • Budgeting • Financial Management • Costing • Financial Reporting • Financial Process Management • **Public Service Orientation Competencies** • Interpersonal Relationships • Service Delivery Orientation • Communication • **Personal Competencies** • Action and Outcome Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.



MERA FONG CITY LOCAL MUNICIPALITY

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

POSITION	: ACCOUNTANT FINANCIAL REPORTING
SECTION	: FINANCIAL REPORTING
REFERENCE NO	: AFR05/01/26
REMUNERATIONS	: In accordance with Level 5 of Merafong City local Municipality (R 496 150.28 – R 520 281.56 – R 546 687.95 per annum excluding benefits)

REQUIREMENTS: Grade 12 • A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com with financial accounting as a major subject • 2-5 years relevant experience municipal finance experience • Computer literacy: MS Office • Function under extreme pressure • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage • Valid driver's license.

KEY RESPONSIBILITIES: Compilation of monthly financial reports to Council, National Treasury and other Governmental 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 MFMA Submission 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.

COMPETENCIES: Functional competencies: Accounting. • Procurements • Budgeting. • Financial Management. • Costing. • Financial Reporting. • Financial process Management. • **Professional Competencies.** • Oral Communication. • Written Communication. • Organizational awareness. • Problem Solving. • Planning and organizing. • **Public Service Competencies.** • Interpersonal Relationships. • Communication. • Services delivery orientation. • **Personal competencies.** • Action and outcome orientation. • Resilience. • Cognitive ability. • Learning Orientation



MERA FONG CITY LOCAL MUNICIPALITY

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

POSITION	: ACCOUNTANT ASSET MANAGEMENT
SECTION	: FINANCIAL REPORTING
REFERENCE NO	: ASM6/01/26
REMUNERATIONS	: In accordance with job Level 5 of Merafong City Local Municipality (R 496 150.28 – R 520 281.56 – R 546 687.95 per annum excluding benefits)

REQUIREMENTS: Grade 12 • A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com with financial accounting as a major subject • 2-5 years relevant experience municipal finance experience • Computer literacy: MS Office • Function under extreme pressure • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage. • Valid driver's license.

KEY RESPONSIBILITIES: Updating and maintaining the movable and immovable Assets Register in the Assets Management System and account for depreciation as per GRAP requirement and different expected useful lives of assets. • Regularly report to Manager Financial reporting on all issues affecting fixed assets determination, utilization, replacement & procurement. • Assist the Manager Financial Reporting with the preparation of AFS mostly on the issues that relate to PPE for completeness & compliance with GRAP. • At least annually and as may be prescribed from time to time perform Assets and Inventory stock taking or verification process and compile reports thereafter of assets & inventories to be written-off. • Perform Impairment and assessment of useful lives of assets in line with GRAP standards at least annually. • Updating of the asset register and GL on a monthly basis • Ensure that all visible and identifiable assets are barcoded and or properly marked • Ensure that general ledger & fixed assets register always balance/reconcile • Follow up on any reconciling items before month end close • Ensure proper administration of both Assets & Inventories. • Regularly liaise with the municipal insurance company and ensure that municipal assets are adequately insured • Serve as a point of contact between the municipality and the insurers • Reconciling the Fixed Assets Register to the General Ledger and analyzing figures for each asset and category in the Financial Accounting system back to the Aset Management System on a monthly and quarterly basis. • Reviewing and compiling a report of assets to be disposed of after physical verification of all assets.

COMPETENCIES: **Functional competencies:** Accounting. • Procurements • Budgeting. • Financial Management. • Costing. • Financial Reporting. • Financial process Management. • **Professional Competencies.** • Oral Communication. • Written Communication. • Organizational awareness. • Problem Solving. • Planning and organizing. • **Public Service Competencies.** • Interpersonal Relationships. • Communication. • Services delivery orientation. • **Personal competencies.** • Action and outcome orientation. • Resilience. • Cognitive ability. • Learning Orientation



MERA FONG CITY LOCAL MUNICIPALITY

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

POSITION	: SUB ACCOUNTANT ASSETS
SECTION	: FINANCIAL REPORTING
REFERENCE NO	: AAA7/01/26
REMUNERATIONS	: In accordance with job Level 6 of Merafong City Local Municipality (R 452 056.66 – R 473 563.76 – R 496 150.28 per annum excluding benefits)

REQUIREMENTS: Grade 12 • A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com Accounting with financial accounting as a major subject • 1 – 2 years relevant experience municipal finance experience • Computer literacy: MS Office • Function under extreme pressure • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage •

RESPONSIBILITIES: • Preparing financial reports and budget • Handling communication with clients and vendors • Participating in auditing and updating ledges • Monitoring office expenditures to ensure they are within set budget • Ensure appropriate accounting policies are applied during the preparation of yearly budget • • Ensuring accruals and prepayments concepts are applied to process transaction • Rendering assets management clerical support to ensure that all assets are barcoded and movements are recorded • Verifying assets for existence and condition and updating door reports • Checking and issuing furniture, equipment and accessories to components and individuals • Ensuring that users complete assets acceptance forms • Ensuring completion of disposal forms for redundant assets • Render logical support services and also place orders for goods and services.

COMPETENCIES: **Functional competencies:** Accounting • Procurements. Budgeting • Financial Management. • Costing • Financial Reporting • Financial process Management
Professional Competencies: Oral Communication • Written Communication •
Organizational awareness: Problem Solving • Planning and organizing • **Public Service Competencies:** Interpersonal Relationships • Communication • Services delivery orientation
Personal competencies: Action and outcome orientation • Resilience • Cognitive ability • Learning Orientation



MERAFONG CITY LOCAL MUNICIPALITY

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

POSITION	: ACCOUNTANT PROPERTY RATES AND VALUATION
SECTION	: REVENUE
REFERENCE NO	: APRV8/01/26
REMUNERATIONS	: In accordance with Level 5 of Merafong City local Municipality (R 496 150.28 – R 520 281.56 – R 546 687.95 per annum excluding benefits)

REQUIREMENTS: Grade 12 • A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com with financial accounting as a major subject • 2-5 years relevant experience municipal finance experience • Computer literacy: MS Office • Function under extreme pressure • Appropriate knowledge of the Municipal Property Rates Act, No.6 of 2004 • Knowledge of mSCOA will serve as an added advantage • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage • Valid driver's license.

RESPONSIBILITIES: Keeping an update valuation roll al municipal property. • Proper administration of all property transfers. • Effective administration of all rates and valuation queries. • Ensuring monthly reconciliation of valuations roll. • Ensuring effective administration of the valuation roll. • Providing monthly performance reports. • Administration and management of municipal valuations in accordance with Municipal Property Management Act. • Implementing and updating valuation roll data in the financial system, ensuring accurate rates, taxes, and reconciliation. • Performing revenue reconciliations, including property rates and taxes, and valuation reconciliation. • Providing support with reconciliations of all revenue and receivable against General Ledger. • Ensuring the update of property records with extract from Deeds Office for property transferred. consolidated/and or subdivided and maintained regularly. • Working with revenue management team and help Revenue and Customer Management in achieving revenue objectives. • Coordinate, control and administer billing, rates and taxes and property valuations in accordance with legislative prescripts • Accurate levying of fixed municipal rates and taxes according to Council's Policies and By-Laws • Control and ensure the monthly reconciliation of rates and valuations • Issue clearance certificates • Administer valuations in accordance with legislative prescripts; valuation roll, consultation, objections, administrative support regarding valuation process, supplementary valuations, financial procedures regarding property valuations, property register and liaison with Municipal Valuers • 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 • Keep abreast of legislative changes and emerging trends in the profession.

COMPETENCIES: Functional competencies: Accounting. • Procurements • Budgeting. • Financial Management. • Costing. • Financial Reporting. • Financial process Management. • **Professional Competencies.** • Oral Communication. • Written Communication. • Organizational awareness. • Problem Solving. • Planning and organizing. • **Public Service Competencies.** • Interpersonal Relationships. • Communication. • Services delivery orientation. • **Personal competencies.** • Action and outcome orientation. • Resilience. • Cognitive ability. • Learning Orientation



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

POSITION	: SENIOR SCM PRACTITIONER
SECTION	: SCM
REFERENCE NO	: P08/01/26
REMUNERATIONS	: In accordance with Level 4 of Merafong City local Municipality (R 574 506.63 – R 588 939.51– R 603 731.12 per annum excluding benefits)

REQUIREMENTS: Grade 12 • 3 year Tertiary qualification, preferably in SCM / Logistics / Procurement; and Computer literacy: MS Office • 5 – 8 years relevant experience across SCM processes including 2 years of supervisory experience • Good understanding of demand planning, procurement processes, tender processes, logistics and supplier management; and • Applicable local government legislation (e.g. MSA, MFMA, PPPFA, etc. and as amended) and relevant National Treasury and other relevant national / provincial government regulations. • Valid driver's license

RESPONSIBILITIES: Implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of Tender Management and administration • The evaluation of tender documents received in terms of compliance with the minimum requirements and conducting investigations to determine the extent of variation or non-conformance to statutory requirements, policies and procedures required for responsiveness of tenders • Coordinating and compiling recommendations for the adjudication of tenders • Co-ordinates specific logistical and procedural requirements associated with Bid Evaluation (BEC) & Bid Adjudication Committee (BAC) meetings • Co-ordinates institutional governance function • Participating and contributing to the development and implementation of SCM strategic, annual performance plans and operational plans which are aligned to the Organisational Strategic Plans • Provide an effective correspondence/ information and recordkeeping system and accesses records of discussions, instructions and correspondence, for the Supply Chain Management Unit • Provides an effective institutional performance administration service • Coordinating the preparation of SLA's and implementation thereof in collaboration with end users • Maintains relationships with service providers/ vendors and contractors • Keeps abreast of current developments, legislative changes and emerging trends in the profession. • Provide input into the development, implementation, and review of the Supply Chain Management (SCM) systems and policies • Ensuring that the agency complies with all legislation requirements, MFMA, Treasury Regulations, Preferential Procurement, BBBEE codes, PPPFA etc. • Coordination the sourcing of bids/quotations in accordance with relevant legal prescripts • Keeping an updated register of all purchase orders and report monthly

COMPETENCIES: Functional competencies: Accounting. • Procurements • Budgeting. • Financial Management. • Costing. • Financial Reporting. • Financial process Management. • **Professional Competencies.** • Oral Communication. • Written Communication. •

Organizational awareness. • Problem Solving. • Planning and organizing. • **Public Service Competencies.** • Interpersonal Relationships. • Communication. • Services delivery orientation. • **Personal competencies.** • Action and outcome orientation. • Resilience. • Cognitive ability. • Learning Orientation



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

POSITION : SENIOR CLERK AQUISITION
SECTION : SCM
REFERENCE NO : SCA9/01/26
REMUNERATIONS : In accordance with Level 8 of Merafong City Local Municipality (R 336 118.59 – R 353 172.38 – R 371 124.61 - R 389 968.79 per annum excluding benefits)

REQUIREMENTS: Grade 12 • A relevant 3 year Tertiary qualification, preferably in SCM / Logistics / Procurement; and Computer literacy: MS Office 0 - 2 years' relevant experience required • Basic understanding of demand planning, procurement processes, tender processes, logistics and supplier management; and • Applicable local government legislation (e.g. MSA, MFMA, PPPFA, etc. and as amended) and relevant National Treasury and other relevant national / provincial government regulations. • Valid drivers license

RESPONSIBILITIES: Administering the database of suppliers to ensure that the accredited prospective providers of goods and services are accurately updated on a regular basis • Administering the tender process • Procuring goods and services • Administering Supply Chain Management • Receiving and open of bid documents. Providing secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee • Recording of bid documents received. • Keeping record of statistics required on government procurement goals. • Administering and ensure proper Contract Administration process. • Administering the Implementation of outsourced and transversal services contracts. • Implementing outsourced and transversal services tenders. • Conducting supplier performance assessment according to the contract and service level agreement. • Capturing all open purchase orders. • Receiving and quality assure requisitions for goods and services. Facilitating the placement of orders for goods and services. • Recording purchase orders awaiting delivery. • Keeping an updated register of all purchase orders and report monthly. • Placing purchase order with the appointed service providers. • Receiving invoices and facilitate payments. • Compiling and record all documentation. • Maintain relationships with suppliers and partners in line with the core values. • Compiling a database of approved suppliers. • Assessing the performance and compilation of various reports and statistics.

COMPETENCIES: Functional competencies: Accounting. • Procurements • Budgeting. • Financial Management. • Costing. • Financial Reporting. • Financial process Management. • **Professional Competencies.** • Oral Communication. • Written Communication. • Organizational awareness. • Problem Solving. • Planning and organizing. • **Public Service Competencies.** • Interpersonal Relationships. • Communication. • Services delivery orientation. • **Personal competencies.** • Action and outcome orientation. • Resilience. • Cognitive ability. • Learning Orientation

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**DEPARTMENT: CORPORATE AND SHARED SERVICES
INTERNAL/EXTERNAL JOB POSTING**

POSITION : **MANAGER: SECRETARIAT AND RECORD MANAGEMENT**
SECTION : **SECRETARIAT AND RECORD MANAGEMENT**
REFERENCE NO : **MSRM10/01/26**
REMUNERATIONS : In accordance with Job Level 1 of Merafong City Local Municipality (R931 689.56 per annum excluding benefits)

REQUIREMENTS: Grade 12 • Tertiary qualification preferably an appropriate Bachelor's Degree or Information / Records Management qualification; Relevant training presented by the National Archives and Records Service (NARS) will be added advantage; Relevant 3-year tertiary qualification, preferably a B. Degree in Administration / Public Administration • 5 - 8 years' experience in middle management; • Computer literacy: MS Office.; Valid drivers license.

RESPONSIBILITIES: Managing the capability of the registry and records facilities to accommodate the receipt, storage, retrieval and circulation processes with respect to information, correspondence and documentation containing resolutions, decisions, actions, and queries. • Maintaining and updating the document classification and referencing system, records management policies and procedures, managing movements and executing actions to retrieve outstanding files/ documents for/from various departments. • Attending to the application of archiving procedures, conducting an appraisal of records to establish archival values and/or motivating for the destruction of old/obsolete records and publications. • Providing of continuous records management training to all staff, induction to newly appointed staff, information sessions to specific units and celebrating national archives week annually. • Training to records management on new trend in records management by attending various available opportunities to enhance skills. • Ensuring compilation of the capital and operating budget of the records management unit in terms of applicable legislation. • Establishing and maintaining cooperative relationship by providing advice and guidance to all departments to ensure effective and sound implementation of records management within the municipality. • Manage the provision of secretariat services to the council, Support and advise Council Committees on matters of governance. • Acting as key contact for all Political Parties on administrative issues and those issues required by the Standing Rules of Council • Developing a database of all resolutions of the Council and its Committees to ensure they are all implemented. • Guiding, establish, facilitate, coordinate, and maintain stakeholder relations. • Attending all scheduled and special Council – Section 80 Committee, Management team and other meetings in order to appraise, analyse recommend and monitor development in the municipality in order to ensure execution of all function assigned from time to time in order to achieve aims and objectives and Council in general

CORE PROFESSIONAL COMPETENCIES • Written Communication • Oral Communication
• Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness
• Problem Solving • Planning and Organising • **Functional Competencies** • Business
Processes • Use of Technology • Data of Technology • Data Processing & Analysis • **Public
Service Orientation Competencies** • Interpersonal Relationships • Communication •
Service Delivery Orientation • Client Orientation and Customer Focus • **Personal
Competencies** • Action Orientation • Resilience • Change Readiness • Cognitive ability •
Learning orientation • **Management/Leadership Competencies** • Impact and Influence •
Team Orientation • Direct Setting • Coaching and mentoring.



MERAFONG CITY LOCAL MUNICIPALITY


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

POSITION	: IT TECHNICIAN
SECTION	: ICT
REFERENCE	: ITT11/01/26
REMUNERATION	: In According With Job Level 6 Of Merafong City Local Municipality (R 452 056.66 – R 473 563.76 – R 496 150.28 Per Annum, Excluding Benefits)

REQUIREMENTS: Grade 12 • National Diploma in Information Technology, Computer Science or related field • Certificate such as A+, N+ will be an added advantage • 3-5 years' experience in any sphere of Information Computer and Technology environment • Computer literacy • Valid Driver's License.

RESPONSIBILITIES: Providing first all and second-line technical support to end users across municipal departments • Installing, configure, and maintain desktop computers, laptops, printers and mobile devices • Troubleshooting hardware, software and network issues (LAN, WAN< Wi-Fi) • Ensuring compliance with ICT policies, cybersecurity practices and data protection standards • Setting up and support VoIP telephony systems and email platforms (e.g. Microsoft Exchange/365) • Supporting the implementation and monitoring of backup and disaster recovery solutions • Assisting in user training and awareness programs on ICT tools and information security •

FUNCTIONAL COMPETENCIES: **Core Professional Competencies** • Business Communication • Organisational Awareness • Service Delivery Objectives and Challenges • Consulting • Planning and Organising • Monitoring and Control • Negotiation • Oral Communication • Written Communication • **Functional Orientation Competencies** • Information Strategy • Advice and Guidance • Business and IS&T Training • Technical Strategy and Planning • Business Change Management • Data Conversion • Operations • Installation and Integration • User Support • **Public Service Orientation Competencies** • Interpersonal Relationships • Communication • Service Delivery Orientation • **Personal Competencies** • Action and Outcome Orientation • Resilience.

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

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

**PUBLIC SAFETY
INTERNAL/EXTERNAL JOB POSTING**

POSITION : **MANAGER: PUBLIC SAFETY & SECURITY**
SECTION : **PUBLIC SAFETY & SECURITY**
REFERENCE NO : **MPSS12/01/26**
REMUNERATIONS : In accordance with job Level 1 of Merafong City Local Municipality (R931 689.56 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: • Developing and implementing policies, procedures, by-laws, regulations and crime prevention strategies • Directing and controlling the key performance indicators and outcome of personnel within the Safety and Security Section • Co-ordinating specific administration and reporting requirements associated with the key performance and result indicators of the functionality • Leading 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

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

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


**COMMUNITY SERVICES
INTERNAL AND EXTERNAL JOB POSTING**

POSITION	: LIFE GUARDS
VACANCIES	: x3
SECTION	: FACILITIES
REFERENCE	: LG13/01/26
REMUNERATION	: In accordance with Job Level 12 Of Merafong City Local Municipality(R 196 504.90 - R 198 928.72 – R 203 317.38 – R 209 858.42 R 216 741.97 Per Annum, excluding benefits)

REQUIREMENTS: Grade 10 - 12 school certificate is required. • Lifeguard Award plus valid retest. (Candidates whose Lifeguard Award is still valid but the retest has expired, will be considered, provided they complete the retest within two months from the date of appointment); • General, valid First Aid certificate. • At least 3 – 6 months' Lifeguard experience. •Be physically fit and mentally fit

RESPONSIBILITIES: Ensuring that the daily work is done to satisfaction and to achieve the necessary objectives of Council in a safe working environment. Duties will include: - While on watch, maintain constant supervision of the designated area while minimizing interaction with patrons. • Watching swimmers through safe scanning practices and perform rescue/assists as necessary. • Enforcing pool and facility rules, by-laws and regulations. • Maintaining order the pool area, ablution facilities. • Performing assigned cleaning responsibilities. • Testing water, clean the area, and treat water as directed. • completing accident report forms, rescue forms, and incident forms; • Performing first aid, CPR and artificial respiration as needed. • Locking and unlocking the swimming pool gates at the prescribed times. • Preparing the swimming pool for galas (ropes and flags). • During off swimming season the Life Guard will be expected to do maintenance work of parks & recreation facilities. Ensure compliance with Swimming Pool By-Laws and Occupational Health and Safety Act.

COMPTENCIES: **Core professional competencies** • Problem Solving • Communication • Community and Customer Focus • Negotiation and Influencing • Resilience • Ethics and Professionalism • **Functional Competencies** • By-law Enforcement and Emergency Response • **Public Service Orientation Competencies:** Interpersonal Relationship • Communication • Service Delivery Orientation • Client Orientation and Customer Focus • **Personal Competencies:** Action and Outcome Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.

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

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

POLITICAL OFFICE INTERNAL/EXTERNAL JOB POSTING

DIRECTORATE: POLITICAL OFFICE

POSITION : PUBLIC PARTICIPATION OFFICER (x4)
SECTION : OFFICE OF THE SPEAKER
REFERENCE : PPO14/01/26
REMUNERATION : In accordance with Job Level 8 Of Merafong City Local Municipality(R 336 118.59 – R 353 172.38 – R371 124.61 R389 968.79 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12 • Relevant post matric ICT certificate/diploma in relevant profession • 1- 2 years' experience working with the community • Sound knowledge of the Municipality and public participation • A thorough knowledge and insight of the role of local government • must be able to work irregular hours and overtime when required • must be able to work in all conditions, i.e.. Weather and environment • valid driver's license.

RESPONSIBILITIES: Identifying those sectors within the wards that need or require assistance to ensure their effectiveness • Ensuring that sector/interest groups/geographical areas hold report back meetings • Scheduling of formal and special ward committee meetings and informing all relevant stakeholder • Making all logistical and administrative arrangements for Ward Committee meetings • Drawing up agendas for community meeting • Disseminating agendas and other notices to ward committee members • Establishing and recording the nature and/ or urgency of the query/ complaint • Interacting with relevant departments on queries/ problems and/ or accessing/ retrieving details of the application, to support departmental support specific outcomes response/ feedback • Liaising with colleagues in Housing department • Assisting with administrative and logistical support to the Disaster Management • Hall bookings • Monitoring of interns and casuals • Verifying the accuracy of data • Accessing specific dialog/ menu capabilities on the system and moving or merging data from fields to create reports based on information requirements • Extracting and submitting reports from the system to users for perusal, analysis and comment.

CORE COMPETENCIES: **Core Professional Competencies** Written Communication Oral Communication - Attention To Detail Influencing- Problem Solving - Organisational Awareness - Planning & Organising: Ethics & Professionalism **Functional Competencies:** Business Processes - Use Of Technology Data - Processing & Analysis **Public Service Orientation Competencies** Interpersonal Relationships - Communication Service Delivery Orientation - Client Orientation And Customer Focus **Personal Competencies:** **Action Orientation** - Resilience - Change Readiness -Cognitive Ability - Learning Orientation: