



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 JOB POSTING CLOSING DATE: TUESDAY, 23 JUNE 2026

1. OFFICE OF CHIEF OPERATING OFFICER

SECTION: MARKETING AND COMMUNICATIONS

COMMUNICATION OFFICER	LEVEL 6
MARKETING OFFICER	LEVEL 6
CALL CENTRE SUPERVISOR	LEVEL 8
ADMINISTRATIVE OFFICER	LEVEL 9-8
CALL CENTRE AGENTS X5	LEVEL 8

SECTION: PARKS AND CEMETERIES

CHIEF PARKS	LEVEL 4
SUPERINTENDENT PARKS	LEVEL 6
HORTICULTURIST	LEVEL 7
CEMETERY CARETAKER	LEVEL 8
SPECIAL WORKSMAN	LEVEL 9-8(b)
CEMETERY BOOKING CLERK	LEVEL
LAWNMOWER	LEVEL 13-12

2. DEPARTMENT: FINANCE

SECTION: FINANCIAL REPORTING

ASSISTANT MANAGER ASSETS	LEVEL 4
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SECTION: REVENUE

CHIEF ACCOUNTANT W/L	LEVEL 4
CHIEF CLERK CREDITORS CONTROL	LEVEL 7
SENIOR CLERK W/L	LEVEL 8
SENIOR CLERK (CASHIERS)	LEVEL 8
SUNDRY DEBTORS & HOUSING CLERK	LEVEL 10
CASHIER X4	LEVEL 10

3. DEPARTMENT: CORPORATE AND SHARED SERVICES

SECTION: HUMAN CAPITAL

ADMIN OFFICER - BENEFITS	LEVEL 7-6
SENIOR CLERK- RECRUITMENT	LEVEL 9

TRAINING OFFICER X2	LEVEL 6
PERFORMANCE OFFICER	LEVEL 6

SECTION: INDUSTRIAL RELATIONS

IR OFFICER X2	LEVEL 5
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SECTION: FLEET

TRANSPORT OFFICER X2	LEVEL 6
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SECTION: LABOUR LAW LITIGATION

ADMIN OFFICER	LEVEL 7-6
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SENIOR LEGAL ADVISOR	LEVEL 4
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SECTION: SECRETARIAT AND RECORD MANAGEMENT

ADMINISTRATION OFFICER	7-6
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SECRETARY	9-8
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4. DEPARTMENT: ECONOMIC DEVELOPMENT & URBAN PLANNING

ADMINISTRATIVE OFFICER	LEVEL 7-6
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SECTION: SPATIAL PLANNING

MANAGER: SPATIAL PLANNING & ENVIRON. MANAGEMENT	LEVEL 1
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OFFICE ADMINISTRATOR	9-8
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ASSISTANT TOWN PLANNER: LAND USE MANAGEMENT X2

BUILDING INSPECTOR X2

GIS TECHNICIAN

SECTION: HUMAN SETTLEMENT AND PROPERTY

HOUSING OFFICER: LAND AND PROPERTY MANAGEMENT

HOUSING OFFICER: HUMAN SETTLEMENT PLANNING

HOUSING OFFICER: PROPERTY ADVISORY SERVICES

PROJECT COORDINATOR: ADMINISTRATION

SECTION: LOCAL ECONOMIC DEVELOPMENT

ASSISTANT MANAGER: ECONOMIC DEV, TRADE & INVESTMENT

ASSISTANT MANAGER: TOURISM & AGRICULTURE

LED OFFICER: AGRICULTURE SUPPORT & RURAL DEV.

CLERK

TOURISM

5. DEPARTMENT: PUBLIC SAFETY

PUBLIC SAFETY

SECRETARY IN THE OFFICE OF ED	LEVEL 9-8
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TRAFFIC SERVICES

CHIEF TRAFFIC	LEVEL 4
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CHIEF LICENSING	LEVEL 4
SUPERVISOR: MVRA/ DLTC FOCHVILLE X2	LEVEL 7
CASHIER MVRA FOCHVILLE CARLETONVILLE X2	LEVEL 12

SECURITY SERVICES

MANAGER	LEVEL 1
CHIEF SECURITY	LEVEL 4
ADMIN OFFICER	LEVEL 9-8

BY-LAWS SERVICES

SUPERINTENDENT BY-LAWS	LEVEL 6
ADMIN OFFICER	LEVEL 9-8

6. DEPARTMENT: COMMUNITY SERVICES

SECTION: FACILITIES

CARETAKER	LEVEL 12
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SECTION: HEALTH AND SOCIAL DEVELOPMENT

HIV & AIDS COORDINATOR	LEVEL 5
SOCIAL SERVICES COORDINATOR	LEVEL 5
INDEGENT COORDINATOR	LEVEL 5
INDIGENT CLERK	

7. DEPARTMENT: TECHNICAL SERVICES

SECTION: WASTE WATER TREATMENT WORKS

OFFICE ADMINISTRATOR	LEVEL 9-8
PROJECT TECHNICIAN WWTW	LEVEL 6-5
SUPERINTENDENT WWTW	LEVEL 6
ELECTRICIAN WWTW	LEVEL 8
ARTISAN ASSISTANT	LEVEL 11-10
SENIOR PROCESS CONTROLLER – CLASS V	LEVEL 8
JUNIOR PROCESS CONTROLLER – CLASS V	LEVEL 10-9
PROCESS CONTROLLER – CLASS III	LEVEL 11 - 10
GENERAL WORKER	LEVEL 15

WATER AND SANITATION

ADMINISTRATIVE CLERK	LEVEL
SENIOR ENGINEERING TECHNICIAN	LEVEL 4(a)
SUPERINTENDENT W&S	LEVEL 6
SENIOR TECHNICIAN (FOREMAN)	LEVEL 7
ARTISAN W&S	LEVEL 8
ARTISAN ASSISTANT W&S	LEVEL 11 - 10

GENERAL WORKERS W&S	LEVEL 15
TLB W&S	LEVEL 9
8. ENERGY	
SECTION: ENERGY PLANNING	
MANAGER ENERGY PLANNING	LEVEL 1
SENIOR TECHNICIAN	LEVEL
PROJECT TECHNICIAN	LEVEL 6 - 5
WIRING INSPECTOR X2	LEVEL 6
DRAUGHTMAN	LEVEL 8
SECTION: RENEWABLE ENERGY AND OHS	
MANAGER RENEWABLE ENERGY AND OHS	LEVEL 1
OHS OFFICER	LEVEL 6
MENTER INSPECTION X3	LEVEL 8
SECTION: OPERATIONS AND MAINTENANCE	
SUPERINTENDENT DISTRIBUTION/METERING	LEVEL 7
ELECTRICIAN X8	LEVEL 8
BOILERMAKER X3	LEVEL 8
LV OFFICIAL	LEVEL 10-9
ARTISAN ASSISTANT X2	LEVEL 11-10
TEAM LEADERS	
OFFICE OF THE CHIEF OPERATING OFFICEE	
FIXED TERM POSITION(GRAND FUNDING)	
SECTION: LIBRARY INFORMATION SERVICES	
MESSENGER/DRIVER	FIXED TERM

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 advertisement of all positions that includes an application form 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.



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 23 June 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, **23 June 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 position:

OFFICE OF THE CHIEF OPERATING OFFICER

INTERNAL / EXTERNAL JOB POSTING

POSITION : COMMUNICATION OFFICER
SECTION : MARKETING AND COMMUNICATIONS
REFERENCE : CO1/05/26
REMUNERATION : In accordance with Job 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. Post matric in marketing, communication/ Diploma in Marketing ,Journalist, Labour relations or relevant profession. 2 – 5 years experience . Computer Literacy: MS Office. Drivers License.

KEY RESPONSIBILITIES: Linking the Council with the community to ensure continuous interaction between the Council and the community is ensured • Ensuring implementation of the approved communication strategy for the municipality • Maintaining, coordinating and uploadong website content, social and print media publications • Assisting with drafting of media releases and organise media conferences • Organising and manage all communication events • Responsible for the coordinating of all activities associated with communication as the central point • Have photographic skill and give pictures to IT to upload on municipal website • Managing the social media platforms, including facebook, Twitter, and LinkedIn • Preparing the media release to be approved by the immediate supervisor.

POSITION : MARKETING OFFICER
SECTION : MARKETING AND COMMUNICATIONS
REFERENCE : MO2/04/26
REMUNERATION : In accordance with Job 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. Post matric in marketing, communication/ Diploma in Marketing ,Journalist, Labour Relation or relevant profession. 2 – 5 years experience . Computer Literacy: MS Office. Drivers License.

KEY RESPONSIBILITIES: Driving marketing initiatives, campaigns and branding efforts. Developing and executing marketing plans to align with municipal goals. Conducting market

research to understand community needs and target demographics. Promoting municipal programmes and enhancing the municipality public image. Updating municipal websites with current information. Creating newsletters, brochures and promotional materials. Maintain a consistent brand identity for the municipality. Liaison with media outlets for press releases and covering local events. Managing public sentiments and implementing crisis communications plan.

POSITION	: CALL CENTRE SUPERVISOR
SECTION	: MARKETING AND COMMUNICATIONS
REFERENCE	: CCS3/04/26
REMUNERATION	: In accordance with Job Level 7 Of Merafong City Local Municipality (R 399 738.29 – R 420 088.45 – R 441 492.15 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12. Post matric certificate marketing, secretarial, management or relevant profession. 3 – 5 years' relevant experience with supervisory experience. Computer Literacy: MS Office. Driver's License.

KEY RESPONSIBILITIES: Coordinating of call centre operations. Dealing with community complaints, queries. Resolving customer queries and problems by clarifying the customer's complaint following up to ensure resolution. Preparing daily, weekly, monthly statistical reports as required in order to keep Manager informed at all times. Monitoring random calls to improve quality minimize errors. Tracking operative performance to encourage a culture of service excellence within MLM to enforce sound customer services for internal and external customers. Providing administrative support by responding to customer queries and referring queries to relevant units.

POSITION	: OFFICE ADMINISTRATOR
SECTION	: MARKETING AND COMMUNICATIONS
REFERENCE	: OA4/04/26
REMUNERATION	: In accordance with Job Level 9-8 Of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 R 318 518.61 – R 336 118.59 – R 353 172.38 – R 371 124.61 – R 389 968.79 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12. 2 – 5 years relevant experience in the profession. Computer Literacy: MS Office.

KEY RESPONSIBILITIES: Performing reception and secretariat duties and general office administration in the office of the Municipal Manager. • Handling enquires, take messages, schedule appointments and keep the Municipal Manager's diary up to date. • Arranging meetings and take minutes if needed. • Referring documentation to departmental managers where appropriate. • Providing assistance to the Municipal Manager during absence from the office. • Sorting and distributing correspondence and filling them, sending receiving and


distributing fax messages and e-mails to ensure the efficient functioning of the Municipal Manager's Office. • Performing any other reasonable tasks as requested by the Municipal Manager.

POSITION	: CALL CENTRE AGENTS X5
SECTION	: MARKETING AND COMMUNICATIONS
REFERENCE	: CO5/04/26
REMUNERATION	: In accordance with Job Level 10 Of Merafong City Local Municipality (R 242 857.53 – R 251 958.05 – R 261 830.97 – R 273 319.74 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12. 2 – 5 years relevant experience in the profession. Computer Literate: MS Office.

KEY RESPONSIBILITIES: Providing a comprehensive call centre agent function. Receiving and despatching calls. Registering complaints and providing feedback to community or customers. reach and exceed goals set by the municipality. Enhancing customer service experience in a professional and polite manner. Ensuring compliance with the municipalities service chapter and turnaround time and complaints. Preforming any other related ad hoc task and duties as requested or required by management from time to time.

COMPETENCIES: **Core Professional Competencies** • Communication • Organisational Awareness • Conceptual thinking • **Functional Competencies** • Project management • Financial Management • Information Measuring and Monitoring • Technology usage • **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.

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. 



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OFFICE OF THE CHIEF OPERATING OFFICER
INTERNAL / EXTERNAL JOB POSTING

POSITION	: CHIEF PARKS
SECTION	: PARKS AND CEMETERIES
REFERENCE	: CP6/05/2026
REMUNERATION	: In accordance with Job Level 4 Of Merafong City Local Municipality (R 574 506.63 - R 588 939.51 - R 603 731.12 Per Annum, Excluding Benefits)

KEY REQUIREMENTS: Grade 12 • Degree/Diploma/BTech in Horticulture or related qualification in facilities management • 5 - 8 Years' experience in Local Government • Computer literate • Valid Driver's license Code 10 • Project Management will be added as an advantage •

KEY RESPONSIBILITIES: Administering of the activities of the Parks Management Service; by writing reports for submission to the Executive Director's consideration on all aspects of Parks, Cemeteries. • Reviewing all minutes of Council meetings to ensure that any reports relating to Parks section are implemented, • Draw up operational work plan and maintenance programs • Attending to correspondence or complaints by personal examination or requesting reports from Chief Horticulturists, ensuring that Council's policy is applied so as to afford satisfaction in service delivery, chairing staff meeting of the Section by leading discussions and formulating agendas to put forward policy matters, to discuss problems and resolve outstanding matters. • Collecting budget needs by holding meetings with staff so as to provide effective services; by preparing capital estimates for vehicles, plant & equipment requirements and submitting to Budget & Treasury Office for Council's approval, controlling and monitoring expenditure, • Submitting proposals on the three year Capital Budget repairs and maintenance fund program, ascertaining the financial requirements by personal inspection of draft annual revenue estimates submitted by Chief Horticulturists and by submitting the necessary motivation for increased allocations where necessary so that all budget requests are included depending on the availability of funds, reporting on possible over-expenditure by reviewing expenditure to enable the Manager to submit a timeous report to the

Executive Director • Compiling variance reports for the Section and submit it to the Executive Director for his/her comments for Council so as to keep Council informed of expenditure trends of the Section • Investigating all injury on duty during staff meetings with the horticulturists to ensure adequate steps are taken to comply with safety policies, • Ensuring that leave vacation of staff is not misused and ensuring that Chief horticulturists allocate leave correctly to avoid shortage of staff resulting from unplanned programme, • Promoting strategy which leads to loyal, stable, productive and motivated staff by training staff to realize personal goal and that of the organization so as to promote productivity and be in line with the vision of the Council • Implementing performance management strategy by having performance management meeting every week ensuring that goal assigned to staff are implemented so that the Section's vision and mission are archived • Planning all the activities of the section; by formulating objectives to be achieved in each area of operation with staff meetings, planning the integration of functions of the section with that of other sections which relate to Parks Management, • Planning for the efficient and cost effective continuation and maintenance proceedings and management of the section, ensuring that the section has proper plans to achieve cost effectiveness available and that these plans are periodically updated by holding operational discussions with Horticulturists, • Planning and development communication strategies which are intended to promote services delivery by holding meetings informing the citizens of what is happening within the section • Controlling and managing all cleaning services within the Municipality area; by attending to complaints referred to Manager, ensuring optimum usage of parks cleansing machines, plant and equipment by requesting reports, conducting regular checks and inspections on site, ensuring that requests for new service or increase of reduction in existing services are adequately dealt with by service survey to identify service demands • Proper co-ordination of administrative functions of the Section by conducting regular check-up of methods and procedures that are to be implemented, co-ordination of all parks services that are taking place within the Municipality by setting programmes for cleaning days and insist on reports relating to problems of non-cleaning to improve service delivery, to ensure proper co-ordination of all Parks management programmes from the community level to provincial level by holding meetings with Horticulturist, ensuring proper co-ordination of the transport system by checking on availability of transport in all areas of Municipality • Manages the implementation of the development strategies, controls and procedures; by overseeing the organizing of the public awareness and education programmes in order to increase the level of awareness to community, organizing the development of composting, organizing administration work by setting principle of Administration methods and procedures so as to have effective and efficient Section

POSITION	: SUPERITENDENT
SECTION	: PARKS AND CEMETERIES
REFERENCE	: SUPTP7/05/2026
REMUNERATION	: 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 • Relevant tertiary qualification, preferably a National Diploma in Horticulture/ Public Administration or related qualification • 3 – 5 yrs relevant experience in Parks related environment • Valid Drivers Licence • Computer Literacy (MS Office, Excel) • The incumbent must be physically fit and able bodied. • Supervisory skills • Communication skills • Ability to give attention to detail • Fluent in at least official languages • Knowledge of project management principles • Good report skills • Good organizational skills • Must be able to work in all conditions, ie weather and environment • Ability to work with people and take decisions regarding insecticides, etc.

KEY RESPONSIBILITIES: Directly reporting to the Chief Parks • Supervising of work programmes • Assisting with Sub-section: Cemeteries • Planning of work programmes in conjunction with the Chief Parks • Assist with Municipal Nursery and Plant decorations • Investigating of complaints and follow-up of complaints • Supervision of teams assigned to you. • Coordinates activities and procedures associated with the services and status/ general condition of the Cemeteries by:- • Planning and allocating duties/ work scheduled for personnel monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. • Monitoring and controls procedural applications associated with the Parks operations by:- • Interacting with the immediate supervisor to establish and confirm priorities and, transportation of personnel to/ from specific sites, issuing and controlling materials and/ or equipment and detailing requirements. • Discussing and scheduling priorities (Parks sites, etc) with subordinates and clarifying specific requirements for allocation and execution of duties at sites e.g Cutting of tress, vegetation control, etc • Coordinating and control the tasks/ activities of personnel allocates and prioritizes outcomes by:- • Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods to improve and motivate personnel • Completing Internal transactional documents (e.g booking confirmation advice, time sheets, progress and productivity report, maintenance purchase requisition, etc and related forms by:- • Maintaining records of burials in the register against allocated control numbers to facilitate easy identification of sites. • Attending to enquiries from bereaved families and/ or disseminates general information by:- • Communicating and addressing enquiries on the venue and facilities available and seeking confirmation on the reservation of the venue for burials • Outlining tariff applicable and/ or scheduled times service time • Establishing the numbers accompanying funeral sessions to enable proper

planning and allocation of times to avoid bottlenecks and confusion. • Communicating with members of the public, businesses etc • In order to ensure enquiries are attended to promptly, information and explanation of the services communicated professional and assistance and support, made available to bereaved families to facilitate burial of the deceased.

POSITION	: HORTICULCURIST
SECTION	: PARKS AND CEMETERIES
REFERENCE	: H8/05/2026
REMUNERATION	: In accordance with Job Level 7 Of Merafong City Local Municipality (R 399 738.29 - R 420 088.45 - R 441 492.15 Per Annum, Excluding Benefits)

REQUIREMENTS: Grade 12 • 3 years relevant tertiary qualification Diploma/ Degree/ BTECH in Horticulture or related qualification • Computer Literacy: MS Office • 3 - 5 years relevant experience required within a Parks and Cemetery • Valid driver's licence • Willingness to work outside normal working hours during emergencies and planned overtime

KEY PERFORMANCE AREAS: Monitoring the usage of Herbicides and the eradication of weeds in Municipal facilities, gardens, Parks, pavements, open spaces, etc to control weeds and invasive plants. • Monitoring and eradicating invader plants and illegal tree felling in the Municipality to ensure the conservation of the environment. • Identifying and ensuring control of weed and invasive infestations. • Developing and submitting an operational and maintenance plan to the immediate Supervisor for verification. • Submitting monthly and quarterly operational and maintenance plans. • Implementing the developed garden and landscaping management plan. • Implementing the developed operations management plan. • Implementing the developed garden and landscaping management plan. • Compiling and submitting monthly and quarterly operations management plan. Supervises a work team performing a greater variety of maintenance work • Responsible for the deployment and control of necessary equipment, tools machinery, plant and vehicles to undertake the work • Works independently within work/ maintenance plans and with regular report-backs to superiors. Report directly to the Superintendent • Supervise and control subordinates within the Nursery • Growing of Trees, Shrubs and plants • Assist the Superintendent where necessary • Keep Nursery on high standard in conjunction with the Superintendent • Deal with plant decorations during events/ functions • Advise community on complaints and usage of chemical and pesticides when required • Advise the community with plant growth when necessary. Assist in the parks and gardens by applying scientific knowledge in the cultivation and propagation of plants. • Assist with proper techniques of handling parks and gardens. • Assist with cultivation of flowers, shrubs and trees in the municipal parks, gardens and amenities. • Assist with pests and plant diseases control. • Assist with the landscape design to create parks, gardens and preservation of natural mineral resources. • Keeping all municipal parks clean.

POSITION : **CEMETERY CARETAKER**
SECTION : **PARKS AND CEMETERIES**
REFERENCE : **CC9/05/2026**
REMUNERATION : In accordance with Job 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 • 2 years relevant experience within cemetery environment
• Valid Driver’s License with PDP. • High Computer Literate (MS Office) • Supervisory skills • Able to work under pressure • Healthy and physically fit • Must be prepared to work irregular hours and overtime when necessary • Good communication skills.

KEY RESPONSIBILITIES :Maintaining cemetery yard by Ensuring that the security fencing is tight to ensure that animals do not get into the cemetery Referring to work schedules and registers to correct deviations in entries rose during processing *Maintaining records of burials, cremations and payments in the registers against allocated control numbers to facilitate easy identification of payments, sites and times of cremations *Maintain indigent and/or pauper burial (hospital, state) records for Council’s perusal (from which ward, councillor, etc.) * Directing people to plots allocated to them *Issuing receipts to people who bought the plots. • Performs routine and basic functions relating to maintenance of community facilities • Works independently under general supervision • Control access to the facility • Allocation and numbering of graves • Updating of Cemetery register • Maintaining the grounds of the graveyard • Work according to Council By laws regarding cemeteries • Liaise with undertakers regarding grave bookings.

POSITION : **SPECIAL WORKSMAN**
SECTION : **PARKS AND CEMETERIES**
REFERENCE : **SW10/05/2026**
REMUNERATION : In accordance with Job Level 9 – 8(b) Of Merafong City Local Municipality (R 279 382.46 - R 291 995.88 - R 304 722.40 - R 318 518.61 R 336 118.59 - R 353 172.38 - R 371 124.61 *Per Annum, Excluding Benefits*)

REQUIREMENTS: Grade 11 or equivalent N2 level certificate • 2 - 3 years relevant experience • Trade Certificate and Special worksmen • Valid drivers licence plus PDP • Ability to communicate in at least official languages• Must have supervisory skills. • Ability to work independently. • Ability to prioritise tasks • Ability to handle stress. • Ability to handle difficult situations. • Must not have fear of heights. • Ability to work in adverse

weather conditions. • Must be able to perform standby duties • Must be able to work irregular hours and overtime when required. • Must be in good Health

KEY RESPONSIBILITIES: Ensuring that the sports grounds, buildings, amenities, and equipment is kept in a good and functional manner to use for community events. • Ensuring that the premises is always in a neat and well-kept state and that all facilities is in a good working order. • Ensuring that all the landscaped areas is in a good condition and well maintained. • Ensuring that the sports fields and all amenities is in a well-kept condition and every effort is made to assist the clients. • Ensuring that Handymen, EPWP workers and service providers performs the functions as allocated. • Providing a fully functional administration with statistical record keeping. • Responsible for grass cutting and maintenance programme of the section • Handling of fuel and oil orders • Issue of fuel and oil for equipment • Performing any other Parks related functions.

POSITION	: BOOKING CLERK
SECTION	: PARKS AND CEMETERIES
REFERENCE	: BC11/05/2026
REMUNERATION	: In accordance with Job Level 10 Of Merafong City Local Municipality (R 242 857.53 – R 251 958.05 – R 261 830.97 – R 273 319.74 Per Annum, Excluding Benefits)

REQUIREMENTS: Grade 12 (Matric) Certificate. • 1–2 years administrative experience, preferably in a parks, or municipal environment. • Proficiency in MS Office (Word, Excel, Outlook) and booking systems. • Knowledge of By-Laws relating to Facility Management within local government • Must be able to work irregular hours and overtime when necessary

KEY RESPONSIBILITIES: Receiving and process bookings via telephone, email, and walk-ins for Municipal parks and amenities. • Maintaining up-to-date calendars to prevent conflicts and ensure maximum utilization of facilities. • Providing information on parks products, services, and rates, responding promptly to enquiries. • Processing payments, manage deposits, and issue invoices (receipting) for booked facilities. • Maintain accurate system records (e.g., SAP, TRIM, or PATHWAY) of all client data. • Liaising with park caretakers and supervisors to confirm site availability and preparation. • Processing payments invoices, issue permits and prepare contracts for facility hires • Maintaining accurate up to date records of all bookings and cancellations • Coordinating with maintenance staff and onsite venue managers regarding upcoming events. • Addressing public enquiries, complaints and booking professionally and efficiently • Compiling of month-end report • Dealing with daily booking for venues • Communication with the Senior Caretaker • Complete and finalize all paperwork •


Dealing with telephone communication • Executing of all relevant tasks required by the immediate Supervisor • Set up and maintain booking system so that all information is easily available as and when required • Deal with visitors in a professional Manner • Perform ad-hoc administrative duties so that effective administration support is provided

POSITION	: LAWNMOWER
SECTION	: PARKS AND CEMETERIES
REFERENCE	: LM12/05/2026
REMUNERATION	: In accordance with Job Level 13 - 12 Of Merafong City Local Municipality (R 176 494.09 - R 179 829.23 - R 185 090.46 - R 190 649.05 - 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 - 1–2 years of lawn care or groundskeeping experience - Valid driver’s license, clean driving record, - Able to repeatedly lift and move 50+ pounds - Able to sit, stand, kneel, and lift - Able to work in all weather conditions – Strong communication and customer service skills - Willing to learn and to follow instructions - Can work independently and as part of a team environment - Experience using lawn care equipment preferred (e.g., lawn mowers, hedge trimmers, pruning saws, weed eaters)

RESPONSIBILITIES: Cutting grass - Trimming hedges - Applying fertilizer and other general maintenance work - Identifying dangerous trees or branches - Seeding lawns and plants - Applying pest control - Planting flowers, trees, shrubs, and bushes - Removing dead or damaged plants - Watering gardens, lawns, and yards - Mowing lawns using gasoline powered mowers or riding mowers, weed eaters, trimmers, or other power equipment as needed - Removing debris from yards such as leaves, branches, and other organic materials using rakes, blowers, or mowers - Aerating and overseeding lawns to promote growth and eliminate bare spots - Installing artificial turf and other synthetic grass products such as mats and rolls - Maintaining landscapes by planting new trees or shrubs, watering, weeding, pruning, or applying chemicals - Strimming and topping trees to maintain their shape and size - Trimming hedges and shrubs using hand tools such as shears and clippers - Clearing debris from driveways, sidewalks, and other hardscapes using rakes, brooms, blowers, and other tools - Maintaining community parks by performing tasks such as mowing grass, trimming trees, removing graffiti, and repairing playground equipment.

COMPETENCIES- • Core Professional Competencies-Managing Work, Planning and Organizing • **Functional Competencies** – Facility Specific Skills, Workplace Safety • **Public Service Orientation Competencies-** Interpersonal Relationships, Communication, Service Delivery Orientation • **Personal Competencies-** Action Orientation, Resilience, Change Readiness, Learning Orientation, Problem Solving, Accountability and Ethical Conduct • **Managing/Leadership Competencies-**Direction Setting, Impact and Influence, Team Orientation, Coaching and Mentoring

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. 



MERAUFONG CITY LOCAL MUNICIPALITY

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

DEPARTMENT FINANCE

INTERNAL / EXTERNAL JOB POSTING

POSITION : ASSISTANT MANAGER-ASSETS
SECTION : FINANCIAL REPORTING
REFERENCE : AMA1/05/26
REMUNERATION : In accordance with Job 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 • A relevant 3 year tertiary qualification, preferably a Degree/National Diploma or B-Com with financial accounting as a major subject • 5 - 8 years relevant experience municipal finance experience require which include 2 years' experience of supervisory 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: Asset Management: Oversee the management of municipal assets, including PPE (Property, Plant, and Equipment) and inventory, ensuring compliance with finance and accounting policies and local government legislation such as the MFMA and MSA. Verification and Reporting: Collect, collate, and verify asset information for updating the asset register and financial systems. Assist in compiling monthly, quarterly, and annual reports. Supervision: Manage and supervise asset personnel, resolving queries from other departments related to the fixed asset register. Financial Support: Assist with capital financing modules, consolidation of income transactions, and preparation of statistical reports to support cash flow and financial statements. Audit Interaction: Provide documentation and support to internal and external auditors, ensuring proper recording, adjustments, and allocation of transactions. • Implement applicable legislation, financial control, by laws policies and procedures to ensure effective asset • management. • Resolving queries from the other departments related to the fixed asset register. • Assisting with the administration and updating of the Capital Financing and Asset Management Module within the financial system. Assist the Manager Financial Reporting with the preparation of A 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.



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	: CHIEF ACCOUNTANT (W/L) ASSESSMENT RATES
SECTION	: REVENUE
REFERENCE	: CAWL2/5/26
REMUNERATION	: IN ACCORDANCE WITH JOB LEVEL 4 OF MERA FONG CITY LOCAL MUNICIPALITY (R 574 506.63 - R 588 939.51 – R 603 731.12 EXCLUDING BENEFITS)

REQUIREMENTS: Grade 12 • 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject • 5-8 years relevant experience which required 2 years of supervisory experience • Computer Literacy: MS Office • Valid driver's license

RESPONSIBILITIES: Coordinating and controlling processes sequences associated with the verification and provision of information related to Revenue (Services , Meter Readings, Data Processing and Pre-paid transactions. • Analysing and approving revenue (services) recording processes referring to information detailed in supporting documentation and submitting deviations to the Manager: Revenue. • Providing support with regards to the consolidation of Income transactional information to facilitate the production of Financial Statements. • Preparing statistical reports depicting consumption fluctuations through the comparison with consumption history and current consumption, inclusive of explanations to support specific deviations. • Running system functionality to upload billing data to individual debtor account by using all segments of Mscoa. • Interacting with the Manager: Revenue and Internal/ External Auditors and makes available information, supporting documentation guiding specific recordings, adjustments and allocation of Account receivable transactions. • Responsible for the monthly checking of documents and registers including cash statement, cheque register outstanding accounts, service journal, monthly levies, cut-off lists and escalation fee. • Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel. • Analysing transactional recordings (reports generated by the Consolidated Billing System), • Debtor reports and summaries and, processing adjustments to entries. • Reconciling cash receipted and proceeding with the posting and balancing of General Ledger. • Verifying monthly bank reconciliations and cash reconciliations through identifying and correcting discrepancies between cash book and bank statement.

POSITION : **CHIEF CLERK: CREDIT CONTROL (CASHIERS)**
SECTION : **REVENUE**
REFERENCE : **CC3/05/26**
REMUNERATION : In accordance with Job Level 7 Of Merafong City Local Municipality (R399 738.29 - R420 088.4 – R 441 492.15 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12. 2-5 years' experience in the finance environment. Computer Literacy: MS Office. Conduct work of a financial nature according to prescribed norms and standards under the general direction of an experienced accountant. Basic working knowledge of applicable local government legislation (MSA, MFMA, and others as applicable)

KEY RESPONSINILITIES: Supervision of all pay points. Supervision and daily balancing of cashiers. Receipting of customer accounts and other pre-paid vending reconciliation.

POSITION : **SENIOR CLERK (WL)**
SECTION : **REVENUE**
REFERENCE : **SC4/05/26**
REMUNERATION : In accordance with Job 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. 2 - 5 years' experience in the finance environment. Computer Literacy: MS Office. Conduct work of a financial nature according to prescribed norms and standards under the general direction of an experienced accountant. Basic working knowledge of applicable local government legislation (MSA, MFMA, and others as applicable)

KEY RESPONSIBILITIES: Deviation clerk supervision. Correcting of billing errors. Verification of exception reports. Assisting in finalising monthly billing.

POSITION : **SENIOR CLERK (CASHIERS)**
SECTION : **REVENUE**
REFERENCE : **SCC5/05/26**
REMUNERATION : In accordance with Job 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. 2-5 years' experience in the finance environment. Computer Literacy: MS Office. Conduct work of a financial nature according to prescribed norms and standards under the general direction of an experienced accountant. Basic working knowledge of applicable local government legislation (MSA, MFMA, and others as applicable)

KEY RESPONSIBILITIES: Perform daily electronic receipting. Assisting in resolving customer receipt queries. Daily cashiers balancing. Daily payment cash up.

POSITION : **SUNDRY DEBTORS & HOUSING CLERK**
SECTION : **REVENUE**
REFERENCE : **SD6/05/26**
REMUNERATION : In accordance with Job Level 9 of Merafong City Local Municipality (R 279 382.46 – R 291 99.88 – R 304 722.40 – R 318 518.61 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12. • 2-5 years' experience in the finance environment. Computer Literacy: MS Office. • Conduct work of a financial nature according to prescribed norms and standards under the general direction of an experienced accountant. • Basic working knowledge of applicable local government legislation (MSA, MFMA, and others as applicable


KEY RESPONSIBILITIES: Opening and closing of sundry related accounts. Monthly reconciliation of other income and sundry accounts. Compilation of supporting documents for all sundry debtors and other income. Monitoring of sundry debt related contracts.

POSITION : **CASHIER**
SECTION : **REVENUE**
VACANCY : **X4 POST**
REFERENCE : **CR7/05/26**
REMUNERATION : In accordance with Job Level 10 OF Merafong City Local Municipality (R 242 857.53 – R 251 958.05 – R 261 830.97 – R 273 319.74 per annum, excluding benefits)

REQUIREMENTS: Grade 12• Computer Literacy; MS Office• 0-2 years relevant experience required.

RESPONSIBILITIES: Rendering customer service in providing customers with a receipt for money received. Administer pre-paid sales. • Handling customer enquiries to provide the customer with an excellent service delivery. • Administering manual and electronic payment of connection fees, deposits for services and actual service accounts. • Balancing totals for cash and other takings received with records to ensure all payments are correctly allocated. • Reporting and reconciling amounts collected, float balancing, cash balancing and cheque balancing. • Prepare daily summary and cash reports. • Receiving payment by cash, cheques, credit cards, or automatic debits (EFT). • Issuing receipts, refunds, credits, or change due to customers. • Counting money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. • Handling telephonic and walk-in enquiries. • Filling all source documents that have accompanied payments. • Balancing cash books on a daily basis before booking and balance receipt books if the system is not operational. • Providing assistance and support during the audit period. • Performing any other duties required from time to time.

COMPETENCIES: COMPETENCIES: Core Professional Competencies • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Orientation Competencies** • Business Process • 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.

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:

DEPARTMENT CORPORATE AND SHARED SERVICES INTERNAL / EXTERNAL JOB POSTING

POSITION : **ADMINISTRATIVE OFFICER (BENEFITS)**
SECTION : **HUMAN RESOURCES**
REFERENCE : **ADMIN1/05/26**
REMUNERATION : In accordance with Job Level 7 - 6 Of Merafong City Local Municipality (R 399 738 –R 420 088.45 – R 441 492.15 - R 452 056.66 – R473 563.76 - R 496 150.28 Per Annum, excluding benefits)

REQUIREMENTS: REQUIREMENTS: Grade 12 • • Three (3) year tertiary qualification in Human Resources Management or **related** field • 2 - 5 years relevant experience • Vaid driver's license. Computer Literacy; MS Office

KEY RESPONSIBILITIES: Administering the implementation of associated employee benefits e.g. leave provisions, medical aid and pension fund schemes; etc. Coordinating the implementation of systems and controls related to the receiving, updating and recording of information and activities associated with the functionality (e.g. information storage and retrieval systems, etc.). Processing/ updating Human Resource Information System records from approved applications and submissions with regards pension fund, medical aid, staff establishment details, placement, leave benefits and acting allowances. Applying specific statutory and procedural sequences on engagement of successful applicants in respect of Unemployment Fund Registration, Income Tax, Pension Fund, Banking Details, Medical Aids, housing, cell phone, rental and car allowances, etc. Organizing the functionary's payroll and leave administration to ensure staff salaries, wages and benefits are paid appropriately and timeously. Organizing the administration of Council Employee Benefit schemes (pension funds, allowance, long service etc) in accordance with specific policies and legislation. Attending to Audit Queries and submitting reports on variances and anomalies. Assisting and monitoring car allowance, and housing loans (personnel and council) and workman's compensation and advising Council through reports and statistics. Facilitate exit interviews, final settlement and documentation of departing employees. Compiling and drafting of monthly, quarterly reports and submitting to immediate supervisor (Section 80, SDBIP,)

POSITION : CLERK: RECRUITMENT

SECTION : HUMAN RESOURCES


REFERENCE : CR2/04/26

REMUNERATION : In accordance with Job Level 9 Of Merafong City Local Municipality (R 279 382.46 – R 291 99.88 – R 304 722.40 – R 318 518.61 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12 • Computer Literacy; MS Office • 0 – 2 years relevant experience.

KEY RESPONSIBILITIES: Providing support to recruitment and hiring processes, managing scheduling, candidate records, and communication. • Handling documentation, scheduling, data entry, and communication tasks to keep the recruitment function organized and efficient. • Ensuring candidate records are accurate, hiring timelines are met, and communication between candidates and hiring teams is smooth. • Assisting in the new hire's induction into the organization. • Assisting in crafting a recruitment strategy to organize the hiring pipeline and ensure the right processes are followed. • Assisting with monthly, quarterly and annual statistic.

COMPETENCIES: **Core Professional Competencies** • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Orientation 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.

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:

POSITION	: TRAINING OFFICER
SECTION	: ORGANISATIONAL DEVELOPMENT
VACANCY	: X2
REFERENCE	: TO3/05/26
REMUNERATION	: In accordance with Job Level 6 Of Merafong City Local Municipality R452 056.6– R473 563.76 - R 496 150.28 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12 • • A relevant 3 year tertiary qualification in human resources/ training management/ or related • 2 – 5 years relevant required with experience in the profession or field. Computer Literacy; MS Office • Code EB driver's license.


RESPONSIBILITIES: Planning and conducting training needs analysis. • Coordinating training and development programmes. • Coordinating evaluation of training. • Providing feedback of training and development indicators Administer and control issuing of training equipment. • Coordinating and administering applications for bursaries. • Monitoring and providing feedback in terms of training and development indicators based on the skills audit. • Conducting inductions programmes. • Responsible for staff training within an organisation. • Identifying the training needs of staff and develop and organise programmes to meet those needs. • Performing sequences associated with establishing the skills capacity of the organisation. • Preparing and conducts training courses based on relevant topics and functionalities. • Performing tasks/ activities associated with the administrative and reporting requirements of the functionality.

POSITION	: PERFORMANCE OFFICER
SECTION	: ORGANISATIONAL DEVELOPMENT
VACANCY	: X2
REFERENCE	: PO4/05/26
REMUNERATION	: In accordance with Job Level 6 Of Merafong City Local Municipality (R 452 056.66 – R473 563.76 - R 496 150.28 Per Annum excluding benefits)

REQUIREMENTS: Grade 12 • • A relevant 3 year tertiary qualification in human resources/ training management/ or related • 2 - 5 years relevant required with experience. Literacy; MS Office • Code EB driver's license.

KEY RESPONSIBILITIES: Designing and implement performance management frameworks and systems. Establish KPIs and metrics aligned with organizational goals. Monitor and analyze performance data across departments. Preparing executive reports on organizational performance trends. Facilitating performance review processes and improvement initiatives. Coordinating with department heads on goal setting. Identify performance gaps and recommend corrective actions. Developing dashboards and reporting tools for stakeholders. Supporting and provides strategic advice and guidance to the Municipal Manager/ heads of departments/ Council with respect to key performance areas of governance management and organizational development. Initiates and coordinates the compilation of by-laws, policies and strategies. Providing guidelines and information on the Performance Management System.

COMPETENCIES: **Core Professional Competencies** • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Orientation 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.

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. 



MERAFOONG CITY LOCAL MUNICIPALITY

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

POSITION	: INDUSTRIAL RELATION OFFICER
SECTION	: INDUSTRIAL RELATION
VACANCY	: X2
REFERENCE	: IRO5/05/26
REMUNERATION	: In accordance with job level 5 of Merafong City Local Municipality (R 496 15.28 – R 520 281.56 – R 546 687.95 per annum, excluding benefits)

REQUIREMENTS: Grade 12 • A relevant 3 year tertiary qualification preferably a B-Degree in law (LLB advantageous). • Computer Literacy; MS Office 5 - 8 years relevant legal experience required. Drivers License

RESPONSIBILITIES: Coordinating and controlling procedures and sequences associated with disciplinary and grievance cases and enquiries. • Preparing and represents the Municipality in cases referred for conciliation/ arbitration to the South African Local Government Bargaining Council/ CCMA. • Performing specific administrative tasks and activities associated with the functionality. • Monitoring and give advice regarding the handling of disciplinary offences and hearings. • Monitoring, facilitating and providing advice on matters relating to incapacity (poor work performance and ill health). • Coordinating and facilitating labour relations training when requested or identified by officials. • Coordinating procedures and processes associated with maintaining employee relations and industrial peace. • Facilitating and coordinating the grievance procedure and resolution mechanisms.. • Coordinate and facilitate the functioning of the Local Labour Forum (LLF). • Implement and maintain strike contingency plans. • Coordinate the conclusion of collective agreements in consultation with the LLF. • Coordinate administrative requirements associated with the functionality including collating and preparing qualitative and quantitative information for inclusion into specific statutory reports. • Coordinate and control tasks/ activities associated with monitoring personnel performance, productivity and discipline. • Coordinate the development, implementation and maintenance of sound policies, procedures, strategies and systems and custody of policy manual.

COMPETENCIES: Core Professional Competencies • Written Communication / Drafting • Oral Communication • Advocacy / Negotiation • Ethics and Professionalism • Organisational Awareness • **Functional Orientation Competencies** • Litigation Management • Research and Analysis • **Public Service Orientation Competencies** • Interpersonal Relationships • Communication • Service Delivery Orientation • **Personal Competencies** • Action 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	: SENIOR LEGAL ADVISOR
SECTION	: LABOUR LAW LITIGATION
REFERENCE	: SLA6/05/26
REMUNERATION	: In accordance with Job 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 • A relevant 3 year tertiary qualification preferably a B-Degree in law (LLB advantageous). • Computer Literacy; MS Office 5 - 8 years relevant legal experience required. Drivers License


KEY RESPONSIBILITIES: Managing disciplinary and misconduct cases. Representing Municipality at the Labour Court, Bargaining Council and CCMA. Advising management and council in labour issues. Training and guiding junior staff in the office. Drafting and updating disciplinary and grievance policies. Drafting Contracts, MOU's and Service Level Agreements. Assist with Legal compliance by the Municipality. Drafting contracts agreement, Legal opinions and legislation applicable on local government. Ensuring that that steps taken by Council and Officials comply with the relevant legislations.

POSITION	: OFFICE ADMINISTRATOR
SECTION	: LABOUR LAW LITIGATION
REFERENCE	: OAL7/05/26
REMUNERATION	: In accordance with Job Level 9 - 8 Of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 – R 336 118.59 R 353 172.38 – R 371 124.61 R `389 968.79 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12 • Computer Literacy: MS Office • 2-5 years or more relevant experience • Good knowledge of Local Government related Legislation and Policies • Valid driver's licence.

RESPONSIBILITIES: Performing reception and secretariat duties and general office administration in the office of Manager Labour Law Litigation. • Handling enquires, take messages, schedule appointments and keep the Manager's diary up to date. • Arranging meetings and take minutes if needed. • Referring documentation to departmental managers where appropriate. • Providing assistance to the Managers during absence from the office. • Sorting and distributing correspondence and filling them, sending receiving and distributing fax messages and e-mails to ensure the efficient functioning of the Manager's Office. • Performing any other reasonable tasks as requested by the Manager.

COMPETENCIES: **Core Professional Competencies** • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Orientation 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.

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:

POSITION	: FLEET OFFICER (ADMINISTRATION)
SECTION	: FLEET MANAGEMENT
REFERENCE	: FO8/04/26
REMUNERATION	: In accordance with Job Level 6 Of Merafong City Local Municipality (R 452 056.66 – R473 563.76 - R 496 150.28 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12 • A National Diploma in Logistics/Fleet Management/Administration or related field in transport environment • Valid code 08 driver's license • 3 - 5 years considerable experience in transport/fleet management • At least 1- 2 years supervisory experience • knowledge of relevant transport policies and prescripts • High level of computer literacy (office Practice)

RESPONSIBILITIES: • providing day to day management of vehicles in terms of usage and maintenance • Ensuring that log sheets are controlled and completed for all official trips • Keeping vehicle maintenance schedules and coordinates maintenance requirements • Providing management with information on vehicle performance • Compiling accident reports and make follow ups • Processing transport payments • Supervising drivers and fleet controllers • Assisting with the acquisition of subsidised vehicles • Monitoring allowance of SMTS participants • Processing fuel claims and facilitates normal premature withdrawal of subsidised vehicles • Assisting with monitoring of service level agreement • Monitoring compliance to transport policy and advise accordingly.

SKILLS & KNOWLEDGE: Knowledge of relevant transport policies and prescripts • supervisory • Analytic • Good financial management • Communication (verbal-written) • Good interpersonal • Planning and organising skill, ability to work long hours and independently • ability to work under pressure • ability to gather and analyse information • willing to work extended hours.

POSITION	: FLEET OFFICER MAINTENANCE
SECTION	: FLEET MANAGEMENT
REFERENCE	: FM9/05/26
REMUNERATION	: In accordance with Job Level 6 Of Merafong City Local Municipality (R 452 056.66 – R473 563.76 - R 496 150.28 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12 • A National Diploma in Logistics/Fleet Management/Administration or related field in transport environment • Valid code 08 driver's license • 3-5 years considerable experience in transport/fleet management • At least 1- 2 years supervisory experience • knowledge of relevant transport policies and prescripts • High level of computer literacy (office Practice)


KEY RESPONSIBILITIES: Arranging for regular servicing, repairs and maintenance of all council transport to ensure maximum uptime and safety. Maintaining an accurate up to date, inventory and database of all vehicles including their physical condition and location. Ensuring all vehicles are in a roadworthy condition, with special attention to brakes, steering, lights and tyres. Ensuring daily lock books are properly completed by drivers for monitoring, mileage, fuel consumption and service intervals. Coordinating with service providers for repairs managing maintenance expenditures and monitoring repairs cost per vehicle. Recommending which vehicles should be replaced or disposed of due to high maintenance cost or age. Investigating accidents, handling insurance claims and managing repairs for damaged vehicles.

POSITION : FLEET CONTROLLERS
SECTION : FLEET MANAGEMENT
VACANCY : X2
REFERENCE : FC10/05/26
REMUNERATION : In accordance with Job 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)

RESPONSIBILITIES: Grade 12 • A certificate in Transport, Logistics/Fleet Management/Administration or related field in transport environment • Valid code 08 driver's license • 0 - 3 years considerable experience in transport/fleet management • At least 1- 2 years supervisory experience • knowledge of relevant transport policies and prescripts • Computer literacy: MS Office.

KEY RESPONSIBILITIES: Planning, coordinating and despatching daily vehicle schedules to optimise efficiency. tracking vehicle locations in real time using GPS and telematics software. Travelling shooting issues e.g. break down, traffic delays or re-routing needs. Book loads and manage documentation for deliveries. Monitor driver behaviour including speeding, harsh breaking and ideal time. ensuring compliance with road safety regulations and municipal policies. Providing feedback and training to drivers to improve safety and productivity. Overseeing drivers' attendance and duty hours. Schedule vehicle inspections, repairs and maintenance to minimise down time. maintaining accurate records of vehicle usage, fuel consumption, and maintenance. Managing vehicle documentation including licensing and insurance. Processing logistical administrative task like purchase orders or fines. Providing reports to immediate supervisor on vehicle performance and costs. communicating effectively with drivers and clients.

SKILLS & KNOWLEDGE: Knowledge of relevant transport policies and prescripts • supervisory • Analytic • Good financial management • Communication (verbal-written) • Good interpersonal • Planning and organising skill, ability to work long hours and independently • ability to work under pressure • ability to gather and analyse information • willing to work extended hours.

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:

POSITION	: OFFICE ADMINISTRATOR (SECRETERIAT & RECORDS)
SECTION	: SECRETERIAT AND RECORD MANAGEMENT
REFERENCE	: OAS11/05/26
REMUNERATION	: In accordance with Job Level 5 Of Merafong City Local Municipality (R 496 15.28 – R 520 281.56 – R 546 687.95 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12. Relevant post matric qualification, preferably and Administration or Secretarial/ Records/ Archives Diploma or equivalent. 3 - 5 years relevant administrative experience of which 2 years must have been at supervisory level. Valid drivers license. Computer Literacy: MS Office. Knowledge of Archive Act

KEY REQUIREMENTS: Compiling and writing of letters memorandum and reports. Requesting for comments, checking of records council resolution. Communicating in writing telephonically or in person with other departments, official other committees and councillors. Compiling and updating of schedule. Communicating with Office Bearers to establish items for inclusion on the agenda Monitoring the circulating notification, agenda and minutes of previous meetings to members Developing a comprehensive filing system through the conducting of an information audit. Maintaining Committee files and records, ensuring attendance registers, notification, correspondence and minutes in accordance with established referencing sequences. Referring to legislation, Council resolutions and regulations to enable formulation of resolutions and recommendations arising out of discussions in Committee. Monitoring the updating of registers of attendees to Committee meetings. Coordinates and performs tasks associated with controlling the registering, recording and distribution of mail/ correspondence/ records for the Head Office Administration functionality in accordance with laid down registry control procedures. Supervising and manage the archive and switchboard personnel.

POSITION	: OFFICE ADMINISTRATOR
SECTION	: SECRETERAT AND RECORD MANAGEMENT
REFERENCE	: SLA12/04/26
REMUNERATION	: In accordance with Job Level 9 - 8 Of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 – R 336 118.59 – R 353 172.38 – R 371 124.61 – R 389 968.79 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12. 2 – 5 years relevant experience in the profession. Computer Literacy: MS Office. Valid Drivers Licence.

KEY RESPONSIBILITIES: Performing reception and secretariat duties and general office administration in the office of the Manager. ● Handling enquires, take messages, schedule appointments and keep the Manager's diary up to date. ● Arranging meetings and take minutes if needed. ● Referring documentation to departmental managers where appropriate. ● Providing assistance to the Municipal Manager during absence from the office. ● Sorting and distributing correspondence and filling them, sending receiving and distributing fax messages and e-mails to ensure the efficient functioning of the Manager's Office. ● Performing any other reasonable tasks as requested by the Manager.

COMPETENCIES: Core Professional Competencies: Use of Technology - Written Communication. Planning and organising. **Functional Competencies:** People Management – Task Management **Public Services Orientation Competencies:** Service Delivery orientation – Interpersonal relationships – customer orientation and customer focus – **Personal Competencies:** Action orientation – Resilience – Change Readiness – Learning Orientation – Problem Solving – Accountability and Ethical Conduct.



MERA FONG CITY LOCAL MUNICIPALITY

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

DEPARTMENT ECONOMIC DEVELOPMENT & URBAN PLANNING INTERNAL / EXTERNAL JOB POSTING

POSITION : ADMINISTRATIVE OFFICER
SECTION : ECONOMIC DEVELOPMENT AND URBAN PLANNING
REFERENCE : AOEDP1/05/26
REMUNERATION : In accordance with Job Level 7- 6 Of Merafong City Local Municipality (R 399 738.29 - R 420 088.45 - R 441 492.15 - R 452 056.66 - R473 563.76 - R 496 150.28 Per Annum, excluding benefits)

REQUIREMENTS: • Grade 12 Certificate PLUS a National Diploma/Degree in Town & Regional Planning, Development Studies, or Administration (NQF 6/7). • 2–3 years of relevant experience in a municipal planning environment. • Strong understanding of IDP processes, SPLUMA regulations, and local government legislation. • Proficiency in MS Office (Word, Excel) is essential, with added advantage for GIS experience. • Valid Driver’s Licence • Excellent report writing and communication skills. • Good organizational and planning abilities. • Attention to detail and public relations skills.

KEY RESPONSIBILITIES: • Administering land use and development applications (e.g., rezoning, subdivisions, special consents) in compliance with SPLUMA. • Administrative Support: Manage correspondence, records, and files for the Town Planning department. • Integrated Development Planning (IDP): Provide administrative support for the review and implementation of the municipal IDP. • Public Participation: Facilitate public engagement sessions, stakeholder workshops, and manage the advertising of land use applications. • GIS Maintenance: Assist with the update of GIS data, maps, and land use registers. • Secretarial Duties: Coordinate meetings, draft agendas, and take minutes for planning forums.

POSITION	: MANAGER: SPATIAL AND ENVIRONMENT MANAGEMENT
SECTION	: SPATIAL PLANNING
REFERENCE	: MSEP2/05/26
REMUNERATION	: In accordance with Job Level 1 Of Merafong City Local Municipality (R 931 689.56 Per Annum, excluding benefits)

REQUIREMENTS: • Grade 12 • A Bachelor's Degree or B-Tech in Town and Regional Planning, Environmental Management, or Urban/Regional Development (NQF Level 7). • 8 years relevant experience in Professional Developmental/Town and Regional planning preferable from a local government environment, of which at least 3 years must be at a middle management level. • Registration with SACPLAN (South African Council for Town and Regional Planners) as a Professional Planner is highly desirable. • Thorough knowledge of SPLUMA, MSA (Municipal Systems Act), and environmental legislation (NEMA). • Valid Code B driver's license and computer literacy (MS Office, GIS).

KEY RESPONSIBILITIES: • Developing, reviewing, and implementing the Spatial Development Framework (SDF) and Land Use Management Scheme (LUMS). • Managing land development applications (rezoning, subdivision) and ensure compliance with SPLUMA (Spatial Planning and Land Use Management Act, 2013). • Developing environmental policies, EIAs (Environmental Impact Assessments), and biodiversity strategies to facilitate sustainable development. • Coordinat spatial planning projects, maintain the Geographical Information System (GIS), and prepare technical reports for The Planning Tribunal and Council. • Managing departments budgets, staff performance, and stakeholders engagement (Public participation) • Contributing to the development of the IDP and its review processes through all its phases and to the compilation of the subsequent annual budget. • Developing service delivery and Budget Implementation Plan (SDBIP) of the division. • Compiling reports and action land use findings. • Review the final land use management file and prepare review notes to resolve land use and Spatial matters that were not completed addresses by Town Planners. • Providing Town planning comments on Building plan submissions due to possible complications and legal actions against the Municipality. • Managing the execution of appropriate applications and/ or analyse and synthesize relevant information to support detailed physical planning. • Identifying appropriate spatial locations for specific land use need. Coordinate compliance of Building inspection functions in terms of quality and performance. • Provide Town planning services for the Municipality.

Utilising scientific disciplines, administrative techniques and interdisciplinary coordination to facilitate balanced regional development and the physical organisation of space in support of the Municipality's long-term strategy and development objectives. • Create urban settings which are environmentally sustainable, accessible and efficient that are appropriate for the character of the Municipality. •Zone land for specific

purposes so that that facilitate the achievement of the Municipality’s environmental, social and economic objectives including balancing competing interests in monitoring and enforcing these zonings. •Generate, analyse and produce management decision making and planning information and reports effectively and efficiently. • Systematically analyse the Municipality’s activities and processes with the view to improving alignment with strategic goals and/ or its effectiveness and efficiently. • Translate International, National, Provincial and Local government visions and objectives and the diverse needs of communities served into an enabling framework to support service delivery and corporate governance. •

KNOWLEDGE SKILLS AND COMPETENCY

The ability to zone land for specific purposes so that they facilitate the achievement of the Municipality environmental, social and economic objectives. • Good understanding of institutional governance systems and performance management. • Knowledge of Geographical information Systems. • Knowledge of Spatial, Town and Development Planning. • Planning and organizing the work unit using associated resources and budgets, according to the Municipality’s procedures in order to achieve the tasks, functions, results of the work unit. • An in-depth understanding of SPLUMA, NEMA, NBR and other relevant legislation • Strategic capability and leadership. • Strong analytical, report-writing, and presentation skills. • Ability to manage complex land-use and environmental projects.

POSITION	: OFFICE ADMINISTRATOR
SECTION	: SPATIAL PLANNING
REFERENCE	: OAS3/05/26
REMUNERATION	: In accordance with Job Level 9 - 8 Of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 – R 336 118.59 – R 353 172.38 – R 371 124.61 – R 389 968.79 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12 (Matric), plus relevant secretarial or Public Administration certificates. • 2-3 years in a Clerical or administrative role is typically needed. • Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and office automation tools. • Strong communication skills (verbal and written), • high organization, ability to work with minimum supervision, and excellent customer service skills. • A valid drivers license.

RESPONSIBILITIES: Preparing, organising and storing information in paper and digital form. • Managing daily office operations, filing systems, and documentation. • Capturing municipal data and preparing reports • Dealing with queries on the phone and by email. • Managing diaries, scheduling meetings and booking rooms. • Arranging travel and accommodation. • Arranging post and deliveries • Taking minutes at meetings • Typing

up letters and reports • Updating computer records using a database • Ordering office suppliers • Maintaining office systems • Liasing with suppliers and contractors • Liasing with staff in other departments, eg HR, Finance •

POSITION	: ASSISTANT TOWN PLANNER: LAND USE MANAGEMENT
SECTION	: SPATIAL PLANNING
REFERENCE	: ATPLUM4/05/26
VANCIES	: X2
REMUNERATION	: In accordance with Job Level 6 Of Merafong City Local Municipality (R 452 056.66 - R473 563.76 - R 496 150.28 Per Annum, excluding benefits)

REQUIREMENTS: • Grade 12 • B Degree/ National Diploma in Town Planning/ Architecture/Urban Design or equivalent Regional Planning • Registration as a professional planner/architecture/ urban designer i.e. candidate member • communication skills • Computer literacy: MS Office • Valid Driving License .

KEY PERFORMANCE AREAS: • Ensuring that applications are scrutinized and are submitted with all relevant documentation in accordance with municipal guidelines, planning bylaws and standard operating procedures. • Under the guidance of the immediate supervisor, ensure that the contents of the land use application reports conform to prescribe legislative requirements, Town Planning Schemes, planning policies and other regulations and laws prior to decisions being taken • Ensuring that all legal requirements attached to the applicable land use planning approvals, and/ all legal and regulatory requirements of the Town planning scheme, spatial plan, policies, guidelines, etc are adhered to. • Ensuring, with the assistance of the immediate supervisor, that advice or opinions on relevant matters is made available and / or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation. • Ensuring the functionality is positioned to deliver on strategic developmental planning objectives as well as compliance with the applicable town planning policies and legislation. • Supporting spatial planning and development initiatives to ensure spaza shops compliance

POSITION : **BUILDING INSPECTORS X2**
SECTION : **SPATIAL PLANNING**
REFERENCE : **BI5/05/26**
REMUNERATION : In accordance with Job Level 6 Of Merafong City Local Municipality
(R 399 738.29 – R 420 088.45 – R 441 492.15 Per Annum, excluding benefits)

KEY REQUIREMENTS: • Grade 12 • National Diploma in Town Planning/Development Planning (Degree advantageous) • Valid Driver's License • A minimum 3-5 year's practical experience in a Building/Civil Engineering environment • Municipal experience in a Building Control Section is compulsory • Experience of low-cost housing • Knowledge and experience in office administration • Computer literate • Good communication and human skills (written and verbal) • Good interpersonal skills • To function independently and under pressure •

RESPONSIBILITIES: • Knowledge of laws, regulations and policies relating to Land Use Management and the Building Control Functions • Scrutinizing of building plans • Execute inspections regarding building work and business licenses • Do inspections of site drainage systems • Controlling of demolition works and general safety aspects regarding building work • Issuing of plan copies to owners • Interpretation and applying of National Building Regulations, S.A.B.S. 0400 and S.A.B.S. Codes of Practice • Statutory action against illegal building work • Record keeping of inspections and other work-related statistical data • Liaising with owners, contractors and other municipal departments regarding enquiries and problem solving related to building plans and building work • Attend to site meetings • Follow-up on complaints • Assist with general administrative building control office duties • Attend meetings when requested by Supervisor/Manager.

POSITION : **GIS TECHNICIAN**
SECTION : **SPATIAL PLANNING**
REFERENCE : **GT6/05/26**
REMUNERATION : In accordance with Job Level 6 Of Merafong City Local Municipality
(R 399 738.29 – R 420 088.45 – R 441 492.15 Per Annum, excluding benefits)

KEY REQUIREMENTS: • Grade 12 • Diploma in Town Planning, Regional Planning, Cartography GIS, or Bachelor's degree in Civil engineering will added as advantage. • 5-8 years' experience in map interpretation and knowledge of the Town Planning. • Schemes. • Computer Literacy / computer science or similar field. • Operate and Maintain the GIS system hardware and software. • Good communication, planning, organising and prioritizing skills . A valid driver's license. • Registration with SAGC as GIS

Technician or Technologist (Registration optional),. Proven work experience as a GIS technician. • Understanding of Integrated GPS and GIS principals. • Advanced computer programming and data analysis skills. • Knowledge of modern cartographic standards and principles. • Advanced statistical, mathematical, and methodology skills. • Ability to work as part of a team. • Ability to travel when required. •

RESPONSIBILITIES: • Compiling geographic information in the form of satellite images, geographical surveys, and aerial photographs. • Researching and verifying geographic data. • Entering new data into the GIS database. • Drawing maps using advanced computer software. • Ensuring maps are annotated and compiled with the correct information. • Compiling reports using all available GIS and GPS data sources. • Maintaining the GIS database and troubleshooting data issues. • Traveling to geographic sites to conduct land surveys. • Receiving technical documentation, apply specific procedures and system to import data from various applications and programmes. • Check and validate entries to resolve discrepancies or manipulate data to achieve consistency. • Store data in the recognizable attributes conforming to entity descriptions Liaising with Engineers, Technicians, Consultants etc. pertaining to GIS information, reticulation and technical information Update creation of maps for all Town Planning (IDP, SDF, SCHEMES etc.) and related projects etc. • Giving GIS support to all sector Departments within the organization Attending to GIS queries/ requests Setting and adjusting peripheral devices, scanning images or using mapping software (arcmap) or graphic user interface techniques to create layout drawings. • Proficiency in design software including AutoCAD and ArcView. • formulate GIS policy, create and implement GIS Standards on application and implementation of GIS Systems and processes, Facilitate the implementation, design and maintenance of the GIS systems and processes, Facilitate the implementation of spatial development framework (SDF), Designs and develops a database application, Manages databases design requirements for the GIS function. Performs life-cycle management of spatial data, Effective management of GIS resources.

Professional Competencies Oral and written communication. Problem-solving and decision-making. Planning and organizing. Ethics and professionalism. **Functional Competencies:** Discipline-specific technical skills. Task and process management. Operation of treatment plant equipment and systems. Quality orientation. Workplace health and safety compliance. Basic people management. **Public Service Competencies** Service delivery orientation. Interpersonal relations. Communication and responsiveness. **Personal Competencies:** Action and outcome orientation. Resilience and adaptability. Change readiness. Cognitive ability and continuous learning. **Management & Leadership Competencies:** Direction setting. Impact and influence. Coaching and mentoring. Team 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:

DEPARTMENT ECONOMIC DEVELOPMENT & URBAN PLANNING
INTERNAL / EXTERNAL JOB POSTING

POSITION : HOUSING OFFICER: LAND AND PROPERTY MANAGEMENT
SECTION : HUMAN SETTLEMENT AND PROPERTY
REFERENCE : HOLPM7/05/26
REMUNERATION : In accordance with Job Level 9 Of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 Per Annum, excluding benefits)

REQUIREMENTS: • Grade 12 • Relevant National Diploma in Property Management, Built Environment, Real Estate, or Public Administration. • 2–5 years of relevant experience in property management, preferably within a municipal environment. • Valid Driver's License. • Computer Literacy (MS Office).

KEY RESPONSIBILITIES • Administer the Municipal Property Portfolio, including leasing, maintenance scheduling, and site inspections. • Manage housing allocation processes, including low-cost housing and old-age facilities. • Handle land and estate management, including assisting with rezoning, subdivisions, and preventing illegal land invasions. • Manage tenant agreements, rental collection, and maintenance complaints. • Ensure all property transactions adhere to the Municipal Property Rates Act, Alienation of Land Act, and Municipal Finance Management Act (MFMA). Prepare monthly reports for Council on property matters.

POSITION	: HOUSING OFFICER: HUMAN SETTLEMENT PLANNING
SECTION	: HUMAN SETTLEMENT AND PROPERTY
REFERENCE	: HOLPM8/05/26
REMUNERATION	: In accordance with Job Level 9 Of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 Per Annum, excluding benefits)

REQUIREMENTS: : Grade 12 • Certificate in Public Administration/Housing/Project Management • , 1 - 2 year experience in Housing/ Human Settlements at the Local Government sphere. • A valid Driver's License, • High level of Computer competency with proficiency in MS Office (Excel, Word, PowerPoint); •

KEY RESPONSIBILITIES: Checking the accuracy of details recorded on housing documentation and registers, as well as updating work in progress information or data on specific computer/registry applications/systems of the department; Compiling and collation housing reports together with recommendations to the Housing Officer; Attending to queries relating to housing issues both telephonically and visits to the Housing Officer, Rendering Housing Customer Education to housing beneficiaries; Preparing and extracting qualitative and quantitative reports for submission to the immediate supervisor, detailing the status of the department's operations and recommendations to initiate new Housing Projects; Attend Housing meetings, Seminars at Regional and Provincial level (report back to Superior); Updating and filing of completed transactions and/ or retrieving files/ folders on request from departmental personnel; Maintaining the filing system and arranging for the removal and disposal of obsolete archive documentation; Attending to and/or making/ receiving telephonic calls and/or recording/forwarding messages/calls pertaining to specific personnel for attention; Attending to the photocopying, faxing, typing, receiving and distribution of mail. Excellent knowledge of Local Government legislation & statutory provisions, Experience in the field of Housing/ Human Settlements,

POSITION : HOUSING OFFICER: PROPERTY ADVISORY SERVICES

SECTION : HUMAN SETTLEMENT AND PROPERTY

REFERENCE : HOLPAS9/05/26

REMUNERATION : In accordance with Job Level 9 Of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 Per Annum, excluding benefits)

REQUIREMENTS: • Grade 12 (Matric) plus a National Diploma in Real Estate, Human Settlements, or equivalent qualification. • 0–2 years of relevant experience in housing administration, property management, or similar field. • Understanding of Housing Policies and legislation (e.g., Housing Act, Municipal Systems Act). • Proficiency in MS Office and database management. • Valid Driver’s License.

KEY RESPONSIBILITIES: • Administer the Human Settlement Demand Database (National Housing Needs Register - NHNR). • Verify subsidy applications and manage the Housing Subsidy System (HSS). • Advise applicants on housing policies, title deeds, and land rights. • Assist in managing Municipal Property Portfolio, including inspections of buildings and tenant installations. • Prepare reports on tenant support and property status.

POSITION : PROJECT COORDINATOR: ADMINISTRATION

SECTION : HUMAN SETTLEMENT AND PROPERTY

REFERENCE : HOLPM10/05/26

REMUNERATION : In accordance with Job Level 5 Of Merafong City Local Municipality (R 496 150.28 – R 520 281.56 – R 304 722.40 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12 • Degree/ Diploma/National Higher Certificate in Business Management/Project Management/Public Administration. • 2–4 years in project management/administration, preferably in a public sector environment. • Proficiency in MS Office (MS Project, Word, Excel) and technical competency in reporting systems (e.g., Oracle ERP). • A valid driver's license. • Attention to detail, planning & organizing, public service orientation, and problem-solving.

KEY RESPONSIBILITIES: • Maintain electronic filing, project schedules, and documentation. • Coordinate project tasks and monitor workflows, ensuring adherence to project management methodologies. • Prepare project progress reports and ensure compliance with governance and regulatory requirements. • Assist in monitoring budgets, expenditure, and project costings. • Record and minute meetings, coordinating between departments, external stakeholders, and service providers.

Professional Competencies Oral and written communication. Problem-solving and decision-making. Planning and organizing. Ethics and professionalism. **Functional Competencies:** Discipline-specific technical skills. Task and process management. Operation of treatment plant equipment and systems. Quality orientation. Workplace health and safety compliance. Basic people management. **Public Service Competencies** Service delivery orientation. Interpersonal relations. Communication and responsiveness. **Personal Competencies:** Action and outcome orientation. Resilience and adaptability. Change readiness. Cognitive ability and continuous learning. **Management & Leadership Competencies:** Direction setting. Impact and influence. Coaching and mentoring. Team 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:

DEPARTMENT ECONOMIC DEVELOPMENT & URBAN PLANNING
INTERNAL / EXTERNAL JOB POSTING

POSITION : ASSISTANT MANAGER: ECONOMIC DEVELOPMENT, TRADE & INVESTMENT
SECTION : LOCAL ECONOMIC DEVELOPMENT
REFERENCE : HOLPM11/05/26
REMUNERATION : In accordance with Job Level 4 Of Merafong City Local Municipality (R 574 506.63 – R 588 939.51 – R 603 731.12 Per Annum, excluding benefits)

REMUNERATIONS: • Gr 12 • Degree or National Diploma in Agriculture, Tourism Management, or a related field NQF • 5 - 8 yrs relevant of experience which include s years experience of supervisory experience, often in agriculture product Inspection, Tourism section development, or local economic development • Valid driver's license.

KEY RESPONSIBILITIES: • Supporting and providing guidance to tourism structures, stakeholders, and Municipalities. • Providing agriculture support, conducting product inspections, and implementing rural development strategies. • Budget, strategic planning and reporting.

POSITION	: ASSISTANT MANAGER: TOURISM & AGRICULTURE
SECTION	: LOCAL ECONOMIC DEVELOPMENT
REFERENCE	: AMTA12/05/26
REMUNERATION	: In accordance with Job 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 • A recognized Bachelor's Degree or Diploma in Tourism Management, Agricultural Economics, Development Studies, or NQF Level 6 equivalent.
• Minimum of 5 – 8 years of relevant work experience in tourism or agricultural development, preferably in a local government environment. • Sound knowledge of municipal legislation, computer literacy (MS Office), and strong communication and report-writing skills. • A valid driver's license.

KEY RESPONSIBILITIES: • Develop, implement, and monitor integrated tourism and agricultural development strategies for the municipality. • Oversee LED (Local Economic Development) projects focusing on eco-tourism, agricultural hubs, and SMME support. • Facilitate partnerships between local farmers, tourism operators, and government bodies. • Promote, market, and develop local tourism attractions, including hosting events and supporting SMMEs in the tourism sector. • Provide administrative and project support to local farmers and rural revitalization projects. • Compile regular reports on progress and ensure compliance with relevant Municipal Financial Management Act (MFMA) regulations.

POSITION : **LED OFFICER: AGRICULTURE SUPPORT AND RURAL**
SECTION : **LOCAL ECONOMIC DEVELOPMENT**
REFERENCE : **LOASR13/05/26**
REMUNERATION : 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.)

REQUIREMENT: • Grade 12 • A 3-year National Diploma or Degree in Agriculture, Agricultural Economics, Development Studies, or a related field. • A minimum of 2 – 5 years of relevant work experience in agricultural development or rural planning, preferably in the public sector or local government. • knowledge of Local Economic Development planning and Local Government Sector processes; • Valid driver's license. • Computer literacy (MS Office), excellent communication, report writing, and facilitation skills. • Attention to detail; • Sound knowledge of research and analytical theories and practices; • Successful candidates may be subjected to criminal record checks and qualification verification.

KEY RESPONSIBILITIES: • Facilitating the development and implementation of a Rural Development and Agricultural Support Programme and assisting rural business owners to become registered business entities; • Provide technical and administrative support to small-scale farmers and agricultural cooperatives • Assisting agriculture/Agri-industry businesses, organizations, etc. with applications/proposals to local, district, provincial and national programmes; • Supporting attraction and retention of alternative agricultural investment; • Providing guidance on food security issues and opportunities in the region; • Coordinates the formulation of specific policies and procedures; • Assisting local farmers with business needs, primarily business plans, market development and providing advice related to financing, budgeting, marketing, technology development and commercialization • Visiting development projects, taking photos and videos and writing progress reports for submission and presentation at management meetings; • Preparing and submitting funding proposals for projects to the Manager; • Preparing of development related business plans if required by providing advice, guidance and support; • Coordinating partnership projects to ensure that objectives in terms of the agreements are met; • Coordinating the administrative and reporting requirements associated with the key performance and result indicators of the functionality; • Maintaining the activity and recordkeeping systems and/ or executing specific actions to facilitate the updating of registers and schedules; • Implements communication strategies with intra and interdepartmental management staff and external stakeholders; • Capacitating project beneficiaries and encouraging maximum participation on business entrepreneurship programs;

POSITION	: LED OFFICER: TOURISM
SECTION	: LOCAL ECONOMIC DEVELOPMENT
REFERENCE	: TO14/05/26
REMUNERATION	: 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 • National Diploma in Tourism or equivalent or related • 2 - 5 year experience in a tourism or related field . • Valid Driver's License • Good Interpersonal , Communication, public relations and marketing skills • Good working knowledge of MS Word, MS Excel, MS Power point and outlook.

KEY RESPONSIBILITIES: • Co-ordinating the execution of critical key performance areas of the functionality and provides input into specific Tourism initiatives to ensure the functionality is capable of supporting Council's Tourism objectives through recognition of immediate priorities and longer-term interventions. • Co-ordinating applications and processes associated with the promotion and positioning of the Region as a preferred Tourist destination to ensure through the collection and circulation of information and provision of support, tourism objectives and goals as a socio-economic enabler are accomplished. • Co-ordinating specific project requirements with respect to tourism projects/events to ensure Tourism projects and events are professionally coordinated to enable positive contributions to, and accomplishment of, desired outcomes, objectives and goals. • Attending to the administrative recording, reporting and recordkeeping requirements/procedures to ensure laid down administrative procedures and reporting requirements are complied with and accurate information disseminated to support specific decisions/actions.

POSITION	: LED CLERK: TOURISM
SECTION	: LOCAL ECONOMIC DEVELOPMENT
REFERENCE	: TO15/05/26
REMUNERATION	: In accordance with Job Level 9 of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 per annum, excluding benefits)

REQUIREMENTS: • Grade 12 • 0- 3 Years relevant experience • Fluent in two of the three official languages in the Merafong area • Computer literate in MS Word / Excel / Outlook • Attention to detail • Accounting skills • Protocol and business ethics • Effective communication abilities • Able to handle conflict • Able to work under pressure • Time management

KEY PERFORMANCE AREAS: • Assisting to ensure quality LED administrative services • Ensure logistical services to the LED section • Ensuring management support service delivery to the LED section • Ensuring an effective administrative support service to the LED manager • Ensure a high success rate according to the set LED objectives. • Ensuring effective coordination of Performance Management System.

PROFESSIONAL COMPETENCIES Oral and written communication. Problem-solving and decision-making. Planning and organizing. Ethics and professionalism. **Functional Competencies:** Discipline-specific technical skills. Task and process management. Operation of treatment plant equipment and systems. Quality orientation. Workplace health and safety compliance. Basic people management. **Public Service Competencies** Service delivery orientation. Interpersonal relations. Communication and responsiveness. **Personal Competencies:** Action and outcome orientation. Resilience and adaptability. Change readiness. Cognitive ability and continuous learning. **Management & Leadership Competencies:** Direction setting. Impact and influence. Coaching and mentoring. Team orientation.



MERAFOONG CITY LOCAL MUNICIPALITY

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

DEPARTMENT PUBLIC SAFETY

INTERNAL / EXTERNAL JOB POSTING

POSITION	: SECRETARY IN THE OFFICE OF EM
SECTION	: PUBLIC SAFETY
REFERENCE	: SPS1/05/26
REMUNERATION	: In accordance with Job Level 9 - 8 Of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 – R 336 118.59 – R 353 172.38 – R 371 124.61 – R 389 968.79 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12. • Personal Assistant/Secretarial/ Administration Certificate/ Diploma or equivalent . • MS Office • A minimum of 2 - 5 years secretarial experience of which at least 2 years as Secretary to a General Manager or an Executive. • High level Computer literacy (MS word, Power Point and Excel) and SAP. • Knowledge of relevant company procedures • Knowledge of the public service or ambit of public entities will be an added advantage • Project management skills. • Administration skills • Minute taking skills.

KEY RESPONSIBILITIES • Handling incoming and outgoing correspondence (internal and external) on behalf of the Managing Director. Attend meetings, take formal minutes and distribute timeously. • Search for relevant information and compile report. • Input data on reports daily as and when required. • Source and gather information and process onto spreadsheet (monthly and quarterly reports). • Update and review filing system and follow up on action dates daily. • File all correspondence and documentation in a retrievable system. • Obtain relevant signatures and ensure compliance to policies and procedures before submitting to the Managing Director for signature. • Ensure access to all items and discuss with the Managing Director to ensure correct action is taken. • Plan the Managing Director's diary and ensure that she is available for scheduled meetings. • Plan and diaries appointments and highlight deadlines for the Managing Director. • Priorities mail for the Managing Director's attention. • Makes calls for the Managing Director as requested. • Making travel arrangements for the Managing Director (flight bookings, hotel, car hire) and foreign exchange. • Attend all logistics for workshops, and meetings and invite stakeholders, compile agenda and arrange for catering and venue. •

Handle external customers effectively and professionally. • Listen to complaints from the public and refer to the relevant people who would be able to assist the caller. • Coordinate and adapt all reports from the Managing Director to one standard format. Work closely with the Company Secretary to follow up on the Board and other committee matters. Formulate/ develop the terms of reference for the Secretary Forum. • Facilitate all processes related to the Forum. • Ensure all documents and correspondence is kept confidential.

POSITION	: CHIEF TRAFFIC OFFICER
SECTION	: TRAFFIC SERVICES
REFERENCE NO	:CTO2/05/2026
REMUNERATION	: In accordance with Job 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 • Basic training qualification-Diploma: Traffic Officer • National Diploma - Institute of Traffic Officer (Part III) – Added advantage - Degree Policing/Transport • Drivers License • No Criminal records • Firearm proficiency • 5 – 8 experience which include 5 years supervisory experience • Analytical skills • Relevant administrative experience. • Relevant managerial experience. • Good report writing skills. • Good interpersonal skills • Excellent knowledge of National Road Traffic Act 93/96, Act on Road Transport, Municipal By-Laws, Road Safety and promotion, Labor Relations Act, Basic Conditions of service, Disciplinary procedures, etc. • Must be able to work in all weather conditions. • Must be prepared to work irregular hours and overtime when required.

KEY RESPONSIBILITIES: Identifies with the Road Safety & Law Enforcement strategy and statutory requirement and defines, implements and monitors the short term plans/ objectives for the functionality by:- • Monitors and controls the Key Performance Indicator's and outcomes of personnel within the Traffic Management Section by:- • Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measure in accordance with Human Resource Policies and Procedures.

LAW ENFORMENT- IMPLEMENTATING AND REPORTING OUTCOMES: Formulates and implements key initiatives to support the provision of a comprehensive Law Enforcement service by:- • Promoting and enhancing of a safe and crime free society within the jurisdiction of the Municipality and detecting crime prone area, protection of the Municipal assets/ properties including staff and visitors. • Interacting with the SAPS, Provincial Traffic departments, hawkers, Council of Churches, Community Police Forum, Business, Taxi associates, officials of State Department with the aim of providing

information, advice and promoting synergy and intergovernmental relationship on issues of security and Law Enforcement and planning for an effective working environment of important effects. • Preparing and presenting to the Manager forward plans, operational interventions necessary to sustain and/ or improve current Law Enforcement performance and service levels. • In order to ensure the Law Enforcement functionality is positioned to deliver on essential support requirements enabling accomplishment of critical deadlines.

FINANCIAL CONTROL: Prepares and submits capital/ operational estimates and controls expenditure against the approved budget allocation. • Interpreting and consolidating the expenditure estimates for the Law Enforcement Section, preparing draft budgets and monitoring financial performance with a view to correcting and/ or reviewing applications and processes.

LEGISLATION:- • Study and interpretation as well as implementation of various Law/ Acts and policies pertaining to MVRA & DLTC Functions • Implementation of the Financial Regulations as determined by the applicable Acts. • Interpret the NRTA by assuring that all changes are brought under attention of the personnel and that supervisor ensures that the Act and Regulation are executed. • Enforce the strict implementation of legislation/resolutions through compiling circular letters. • Implement resolutions of Local Council which are related to the division and personnel.

ADMINISTRATION: • Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality by:
Report to the Manager: Traffic Services in respect of all law enforcement and administrative duties. • Act as Manager: Traffic Services when required. • Supervise personnel at work. • Supervise over the Superintendents. • Solve traffic flow and parking problems. • Give lectures on road safety at schools, mines, etc. • Attend court cases. • Attend meetings. • Plan and execute traffic support at sporting and VIP events. • Manage and co-ordinate road blocks. • Manage and co-ordinate traffic patrol duties. • Exercise law enforcement duties. • Manage and co-ordinate traffic duties at accident scenes. • Compile reports, statistics, etc. as per requirements

POSITION : CHIEF LICENSING OFFICER

SECTION : TRAFFIC SERVICES

REFERENCE NO : CLO3/05/2026

REMUNERATION : In accordance with Job 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 • Diploma: Traffic Officer or Examiner of Motor Vehicles or Examiner of Drivers & Learners Licensing • National Diploma - Institute of Traffic or Licensing Officer (Part III) – Added advantage - Degree or BTECH Transport • No Criminal records • Valid driver license • 5 – 8 years experience which include 5 years supervisory experience • Analytical skills • Relevant administrative experience. • Relevant managerial experience. • Good report writing skills. • Good interpersonal skills • Excellent knowledge of National Road Traffic Act 93/96, Act on Road Transport, Labor Relations Act, Basic Conditions of service, Disciplinary procedures, eNATIS Supervision & Reporting • Be able to work under extreme pressure • Be able to communicate effectively with public and personnel

KEY PERFORMANCE: To be responsible for all task in the Licensing Section • Be in charge of Licensing section to do daily monitoring and management of all the divisions • Interpret and enforce the Legislation/regulations of the National Road Traffic Act, 93 of 1996 • Represent the division at HOD meetings. • Check the reports, correspondence and financial reconciliations • Compile and control the budget of the division. • Conduct interviews with personnel and the public. • Handling and comment on audit reports. • Check all system control measures and all relevant control registers • Supervise tasks of supervisors. • Plan and control activities in the division be delegating tasks to subordinates and to assure that instructions are adhere to.

MONITOR AND MANAGE THE FOLLOWING:- Monitoring/ assessing the operations of the Vehicle & Driver Testing centres and Licensing Units and evaluating the quality of output through analysis and interpretation of reports. • Reporting internally/ External (South African Bureau of Standards, Dept of Transport, etc) on implementation of the Quality systems and statutory requirement with regards to Vehicle Testing and Licencing processes and interventions and providing reasons and recommendations to improve and/ or sustain the effectiveness of current applications. • Checking and verifying through Internal Audit processes, inspection records and register of testing equipment and instruments against stipulated Requirements and regulations.

FINANCIAL MANAGEMENT:- • Ensure collection of prescribed fees in respect of motor vehicle licenses, learners and driver licenses. • Check monthly income statements and compare it with control statements from provincial administration, in order to balance monthly revenue. • Reconcile all receipts on a monthly and annual basis and Gauteng province money. • Ensure that the revenue is paid daily to finance department, and to Province. • Preparation of financial documents for audits, Internal and external and province. • Implementation and maintenance of comprehensive financial accounting system for income and experience. • Acceptance of financial accounting for Licensing Authority.

LEGISLATION:- • Study and interpretation as well as implementation of various Law/ Acts and policies pertaining to MVRA & DLTC Functions • Implementation of the Financial Regulations as determined by the applicable Acts. • Interpret the NRTA by assuring that all changes are brought under attention of the personnel and that supervisor ensures that the Act and Regulation are executed. • Enforce the strict implementation of legislation/resolutions through compiling circular letters. • Implement resolutions of Local Council which are related to the division and personnel.

ADMINISTRATION:- • Preparation and submission of reports to Manager Traffic Services, Portfolio Committee and Council. • Correspondence with General public, other departments of Council, provincial and government bodies and business sector and media communications. • Acting form time to time is Manager is not at work. • Leading, controlling and managing of the license office. • Authorization in accordance with delegation as given by Manager Public Safety and Security. • Responsible or the license office and Monitoring of the License office, controlling of resources. • To interpret legislation and ado administration. • To do management on finances, and manage personnel and all relevant task of the license office.

POSITION	: SUPERVISOR -MVRA
SECTION	: TRAFFIC SERVICES
REFERENCE NO	: SMVRA4/05/2026
REMUNERATION	: : In accordance with Job Level 7 Of Merafong City Local Municipality (R399 738.29 - R420 088.4 – R 441 492.15 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12 • 3-5 years' experience within Licensing environment within local government. • E-NaTIS experience in terms of Agreement with the Province. • Relevant supervisory experience. • Analytical skills . • Good public relations. • Good communication skills. • High level of computer literacy. • Valid Driver's License. • Must be able to work irregular hours and overtime when required

RESPONSIBILITIES: Controlling the NaTIS System. • Liaise with the NaTIS administration on a daily basis. • Balancing of the Cashiers daily. • Payment Audits of monies with the Gauteng on monthly basis. • Responsible for compiling and printing of reports when required. • Obtain Clearance Certificates from SAPS • Responsible for the administration related to Roadworthy' s. • Attend meetings when required. • Supervision of the Cashiers and Clerks • Auditing and filling of all documents • Public Relations and assistance. •Reporting and reconciling amounts collected, float balancing, cash balancing and cheque balancing.

POSITION : **SUPERVISOR -DLTC**

SECTION : **TRAFFIC SERVICES**

REFERENCE NO : **SDLTC5/05/2026**

REMUNERATION : : In accordance with Job Level 7 Of Merafong City Local Municipality (R399 738.29 - R420 088.4 – R 441 492.15 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12 • 3-5 years' experience within Licensing environment within local government. • E-NaTIS experience in terms of Agreement with the Province. • Relevant supervisory experience. • Analytical skills . • Good public relations. • Good communication skills. • High level of computer literacy. • Valid Driver's License. • Must be able to work irregular hours and overtime when required


RESPONSIBILITIES: Controlling the NaTIS System. • Liaise with the NaTIS administration on a daily basis. • Balancing of the Cashiers daily. • Payment Audits of monies with the Gauteng on monthly basis. • Responsible for compiling and printing reports when required. • Obtain Clearance Certificates from SAPS • Responsible for the administration related to Roadworthy' s. Attend meetings when required. • Supervision of the Cashiers and Clerks • Auditing and filling of all documents • Public Relations and assistance. •Reporting and reconciling amounts collected, float balancing, cash balancing and cheque balancing.

POSITION	: CASHIER
SECTION	: TRAFFIC SERVICES
	: FOCHVILLE X1 CARLETONVILLE X2
REFERENCE NO	:C6/05/2026
REMUNERATION	: In accordance with Job Level 10 OF Merafong City Local Municipality (R 242 857.53 – R 251 958.05 – R 261 830.97 – R 273 319.74 per annum, excluding benefits)

REQUIREMENTS: Grade 12 • Computer Literacy; MS Office • 1-2 years relevant experience required • eNatis registration.

RESPONSIBILITIES: Rendering customer service in providing customers with a receipt for money received. Administer pre-paid sales. • Handling customer enquiries to provide the customer with an excellent service delivery. • Administering manual and electronic payment of connection fees, deposits for services and actual service accounts . • Balancing totals for cash and other takings received with records to ensure all payments are correctly allocated. • Prepare daily summary and cash reports. • Receiving payment by cash, cheques, credit cards, or automatic debits (EFT). • Issuing receipts, refunds, credits, or change due to customers. • Counting money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. • Handling telephonic and walk-in enquiries. • Filling all source documents that have accompanied payments. • Balancing cash books on a daily basis before booking and balance receipt books if the system is not operational. • Providing assistance and support during the audit period. • Performing any other duties required from time to time.

COMPETENCIES: **Core Professional Competencies:** Community and Customer Focus. Problem Solving. Negotiation and Influencing. Resilience. Communication. Ethics and Professionalism. **Functional Orientation Competencies:** Patrol, Enforcement and Emergency Response **Public Service Orientation Competencies:** Interpersonal Relationships. 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'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:

POSITION	: MANAGER: SECURITY SERVICES
SECTION	: SECURITY SERVICES
REFERENCE NO	:MSS7/05/2026
REMUNERATION	: In accordance with Job Level 1 OF Merafong City Local Municipality (R 931 689.56 per annum, excluding benefits)

REQUIREMENTS: Grade 12 • Degree in Security Management, Policing, Risk Management, or related field (NQF Level 8 or higher), • Minimum of 8 years' experience in the security field, with at least 3 years in a supervisory/management role, • PSIRA Grade A registration (proof to be attached), Valid Driver's License (Code B or higher), • Computer literacy (MS Office), • No criminal record, Relevant training certificates in security, investigations, VIP protection, or disaster risk management will be an added advantage.

KEY PERFORMANCE AREAS: Develop and implement municipal security policies and strategies; Manage access control systems, • CCTV, patrols, and alarm systems; • Conduct security risk assessments and audits on municipal sites and facilities; • Manage contracted security personnel and ensure compliance with service level agreements; • Coordinate protection services for VIPs and municipal officials when required; • Investigate security breaches and incidents; implement corrective measures; • Ensure compliance with PSIRA and other relevant legislation; • Provide regular reports to management on security incidents, • threats, and improvements; • Develop emergency response procedures in collaboration with disaster management units

COMPETENCIES: Excellent leadership and supervisory skills; • Knowledge of applicable security laws and regulations; • Strong analytical and problem-solving abilities; • High levels of integrity and confidentiality; • Good interpersonal and communication skills; • Conflict resolution and decision-making abilities; • Ability to manage and work under pressure

COMPETENCIES: Core Professional Competencies: Community and Customer Focus. Problem Solving. Negotiation and Influencing. Resilience. Communication. Ethics and Professionalism. **Functional Orientation Competencies:** Patrol, Enforcement and Emergency Response **Public Service Orientation Competencies:** Interpersonal Relationships. Communication. Service Delivery Orientation. Client

Orientation and Customer Focus **Personal Competencies:** Action and Outcome Orientation. Resilience. Change Readiness. Cognitive Ability. Learning Orientation.

POSITION	: CHIEF SECURITY
SECTION	: SECURITY SERVICES
REFERENCE NO	: CS8/05/2026
REMUNERATION	: In accordance with Job Level 4 OF Merafong City Local Municipality (R 574 506.63 - R 588 939.51 – R 603 731.12 <i>per annum, excluding benefits</i>)

REQUIREMENTS: National Diploma in Security / Risk Management. 5-8 year functional experience in the Security Service which 3 years must be at middle Management level s

- PSIRA Registration (Minimum Grade A).
- Valid driver's license
- Project Management skills and experience will be an added advantage
- Protection of Information Act, Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document security, Communication security, IT Security, Security investigation. Skills: Leadership skills, Good written and verbal communication, Conflict management, Interpersonal, Investigative analysis, Assertive, Innovative, Client focused, Positive attitude, Patient.

KEY PERFORMANCE: Render an effective and efficient security service and a safe working environment.

- Monitor access control within designated buildings. Implement Physical Security Plan.
- Implement Information and Personnel Security Plan.
- Manage contingency plan. Supervise security staff.
- Formulates and/or aligns key deliverables and outcomes
- Directs and controls the Key Performance Indicator`s and outcomes of personnel within the Security Services functionality
- Prepares operating estimates and controls expenditure against the approved budget allocations
- Manages and controls the implementation of plans, procedures, systems and controls related to risk analysis, loss control, incident investigation and protection
- Manages and controls the implementation of plans, procedures, systems and controls related to risk analysis, loss control, incident investigation and protection
- Directs operative requirements and procedures associated with key functional areas within Security & Protection Services Division
- Participates in processes aimed at providing information and, advice and guidance on Security Management
- Prepares and approves correspondence, requisitions, procedural forms and documentation for further processing and communication pertaining to the activity's requirements of the Division.


POSITION : OFFICER ADMINISTRATOR – SECURITY SERVICES
SECTION : SECURITY SERVICES
REFERENCE NO : AOSS9/05/2026
REMUNERATION : In accordance with Job Level 9 - 8 of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 – R 336 118.59 – R 353 172.38 – R 371 124.61 – R 389 968.79 per annum, excluding benefits)

REQUIREMENTS: Grade 12 with at least 3-5 years' experience in the Public Safety Management/Administration/ Security Services certificate or diploma. A valid Drivers License. Computer Literacy; MS Office

KEY PERFORMANCE: The successful candidate will be required to: ■ Provide support in the implementation of access control functions in the department; ■ Regularly update all incidents in the occurrence books/registers; ■ Provide administrative support in management of vetting services in the department ■ Provide administrative support in the provision of document security; ■ Provide general administrative support services to the unit.

COMPETENCIES: The successful candidate must have: - ■ Knowledge and understanding of the regulatory framework for the Public Service e.g. ■ Public Service Act, Public Service Regulations, Government Regulations related to Security, Physical Security and access control procedures, Public Finance Management Act. Candidates should demonstrate excellent Skills in: ■ Analytical Thinking Skills ■ Computer literacy ■ Communication skills (written and verbal) ■ Planning and Organizing skills ■ Office Administration Skills ■ Interpersonal skills ■ Basic Driving. Personal attributes ■ Candidates must be creative, Innovative, Loyal, Professional, committed, Trustworthy and honest.

COMPETENCIES: Core Professional Competencies: Community and Customer Focus. Problem Solving. Negotiation and Influencing. Resilience. Communication. Ethics and Professionalism. **Functional Orientation Competencies:** Patrol, Enforcement and Emergency Response **Public Service Orientation Competencies:** Interpersonal Relationships. 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'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:

DEPARTMENT: PUBLIC SAFETY

POSITION : SUPERINTENDENT BY- LAWS
SECTION : BY - LAWS
REFERENCE NO : SBL10/05/2026
REMUNERATION : In accordance with Job Level 6 Of Merafong City Local Municipality (R 452 056.66 – R473 563.76 - R 496 150.28 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12. Computer Literacy; MS Office. Basic training qualification. Diploma or Higher Certificate: Policing/ Traffic Management/ Law Enforcement/ Public Administration on NQF level 5. Advanced Diploma / B-Tech /Bachelor's Degree: Policing/ Traffic Management/ Law Enforcement on NQF level 6 will be an added advantage. 5-8 years relevant experience required of which 2-5 years must be supervisory experience. Code EB driver's license. No criminal record. Firearm proficiency.

RESPONSIBILITIES: Supervising and overseeing enforcement of Traffic Laws. Managing and overseeing the execution of crime prevention activities within Merafong. Managing and ensure enforcement of By-Laws. Ensuring execution of policing duties in respect of crowd management, VIP protection and events. Responsible of the execution of Road Safety and Crime Awareness campaign. Executing Administrative Functions. Planning for roadblocks and crime blitz to reduce crime in conjunction with other stakeholders. Conduct roadblocks with Traffic Officers and make sure that procedures are followed. Monitoring that the traffic control duties and patrols are conducted at congested intersections at scholar and pedestrian crossings. Providing input in the development and implement crime prevention strategies to ensure reduction and minimization of crime in the area of municipal jurisdiction. Drafting operational plans to reduce noise pollution, illegal connections, hawkers, drugs and other illegal activities. Controlling any access to Council buildings and investigate reported cases of offences and arrest trespassers within Council buildings. Monitoring that municipal by-laws are enforced. Control and supervision of staff.

POSITION : OFFICE ADMINISTRATOR
SECTION : BY-LAWS
REFERENCE NO : AOBL11/05/2026
REMUNERATION : In accordance with Job Level 9 - 8 of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 – R 336 118.59 – R 353 172.38 – R 371 124.61 – R 389 968.79 per annum, excluding benefits)

REQUIREMENTS: Grade 12 • Public Administration/ Secretarial Diploma. • Good communication skills • Good report writing skills • High level Computer literacy (MS word, Power Point and Excel) and SAP. • Knowledge of relevant company procedures. A minimum of 3 years secretarial experience of which at least 2 years as Secretary to a General Manager or an Executive. • Knowledge of the public service or ambit of public entities will be an added advantage • Knowledge and/or understanding of Municipal Finance Management Act (MFMA) • Project management skills. • Administration skills • Minute taking skills.

RESPONSIBILITIES: Coordinates and implements the set up and control mechanisms through which all administrative work in the department is captured and controlled by:-

- Coordinating the implementation of administrative procedures, systems & controls related to the receiving, updating & recording of information and activities associated with the functionality.
- Coordinating specific departmental administrative activities by:-
- Preparing reports on By-Laws for submission to Portfolio Committees, for approval by the Supt. By-Laws.
- Attends to information/ queries/ complaints from the general public/ officials, etc by:-
- Establishing the nature and/ or urgency of the information/ query/ complaint
- Providing information related to work order requirements to the Manager By-Laws for attention.
- Attends to specific administrative activities associated record-keeping and query resolution by:-
- Controlling records pertaining to the ordering, receiving and issuing of stationery and associated office consumable to personnel and/ or offices
- Collating information and statistics of time worked in excess of normal hours from the various Offices, verifying data and updating office records.

COMPETENCIES: **Core Professional Competencies:** Community and Customer Focus. Problem Solving. Negotiation and Influencing. Resilience. Communication. Ethics and Professionalism. **Functional Orientation Competencies:** Patrol, Enforcement and Emergency Response **Public Service Orientation Competencies:** Interpersonal Relationships. Communication. Service Delivery Orientation. Client Orientation and Customer Focus **Personal Competencies:** Action and Outcome Orientation. Resilience. Change Readiness. 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:


DEPARTMENT: COMMUNITY SERVICES
INTERNAL / EXTERNAL JOB POSTING

POSITION : **FACILITATOR CARETAKER**
SECTION : **FACILITIES**
REFERENCE : **FC1/05/2026**
VACANCY : **X2 POST**
REMUNERATION : In accordance with Job 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: Basic literacy/ Minimum Grade 10 • 0-2 years' experience preferably in facility maintenance.

RESPONSIBILITIES: Planning and control of specific tasks associated with the position. • Providing instructions to the immediate subordinates on a daily basis. • Monitoring and inspecting the facilities on a daily basis. • Monitoring and inspecting the facilities on a daily basis. • Conducting daily office administration. • Booking of accommodation and monitoring bookings. • Receiving and recording complaints and queries. • Providing specific activities associated with communications and providing support to line functions. • Reconciliation of income and expenses. • Need to work weekends, public holidays and after hours on a rotational basis.

COMPTENCIES: **Core professional competencies** • Managing Work • Planning and Organising • **Functional Competencies** • Facility Specific Skills • Workplace Safety • **Public Service Orientation Competencies:** Interpersonal Relationships • Communication • Service Delivery Orientation • **Personal Competencies:** Action Orientation • Resilience • Change Readiness • Learning Orientation • Problem Solving • Accountability and 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:

POSITION	: HIV & AIDS COORDINATOR
SECTION	: HEALTH AND SOCIAL DEVELOPMENT
REFERENCE	: HIVC2/05/26
REMUNERATION	In accordance with Job Level 5 Of Merafong City Local Municipality (R 496 15.28 – R 520 281.56 – R 546 687.95 Per Annum, excluding benefits)

REQUIREMENTS: Diploma/ Degree in Social Studies. Diploma in Community Based Health Care and Counseling (NQF Level 6/ 7). 3 - 5 years in the field. Computer Literacy. Valid Driving License. May be required to work outside of the normal working hours (unplanned overtime, during week-ends, etc.).

KEY RESPOSONSIBILITIES: Ensuring that work is performed according to normal operating activities or ad supervisor and reports on activities performed; Ensuring an effective administrative support service and determine productivity; Ensuring utilization, application and maintenance of resources to ensure and determine work performance; Planning, co-ordinating and managing primary and community health projects such as HIV/AIDS projects to ensure efficient control over the projects; community health awareness; Encouraging an awareness on HIV/AIDS, Ensuring proper and effective promotion of HIV/AIDS awareness; and Co-ordinating of all HIV/AIDS Programs in the Merafong City Local Municipality, ensuring the effective control over programs. (internally & externally).

POSITION : **SOCIAL SERVICES COORDINATOR**
SECTION : **HEALTH AND SOCIAL DEVELOPMENT**
REFERENCE : **SSC3/05/26**
REMUNERATION : In accordance with Job Level 5 Of Merafong City Local Municipality (R 496 15.28 – R 520 281.56 – R 546 687.95 Per Annum, excluding benefits)

REQUIREMENTS: Diploma/ Degree in Social Studies. Diploma in Community Based Health Care and Counseling (NQF Level 6/ 7). 3 - 5 years in the field. Computer Literacy. Valid Driving License. May be required to work outside of the normal working hours (unplanned overtime, during week-ends, etc.).

KEY RESPONSIBILITIES: Developing and implementing advocacy programs of PWD. Compiling of public education and awareness programmes to raise awareness on disabilities, children and elderly people rights. Developing and implementing Gender mainstreaming plans. Planning and implementing GBV awareness plans. Developing disability awareness projects. Establishing and supporting Disability Forums, Older Persons Luncheon Clubs and developing and implementing Early Childhood Development programs. Compiling monthly activity programs, monthly reports for Section meetings, submit QPR reports.

POSITION : **INDIGENT COORDINATOR**
SECTION : **HEALTH AND SOCIAL DEVELOPMENT**
REFERENCE : **IC4/05/26**
REMUNERATION : In accordance with Job Level 5 Of Merafong City Local Municipality (R 496 15.28 – R 520 281.56 – R 546 687.95 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12 Diploma/ Degree in Social Studies. Diploma in Community Based Health Care and Counseling (NQF Level 6/ 7). 3 - 5 years in the field. Computer Literacy. Valid Driving License. May be required to work outside of the normal working hours (unplanned overtime, during week-ends, etc.).


KEY RESPONSIBILITIES: Reviewing and processing applications for indigent support, ensuring all required documentation is submitted and verified. Conducting audits or external verification checks to confirm household income, property ownership and eligibility. Maintaining accurate records, updating database, and coordinating with municipal department to ensure smooth service delivery. Communicating with residents to explain program criteria, assist with applications and address complaints or dispute. Ensuring that all activities align with municipal policies, acts or regulations and national indigent policies, preventing misuse or fraud.

POSITION : INDIGENT CLERK
SECTION : HEALTH AND SOCIAL DEVELOPMENT
REFERENCE : IC5/05/26
REMUNERATION : In accordance with Job Level 9 Of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12, 0 - 2 years' experience. Computer Literacy: Ms Office.

KEY RESPONSIBILITIES: Conducting manual and electronic verification of indigent applicants. Interviewing of potential clients. Checking clients municipal account status on Solar and Indigent Management System. Reporting and follow up on water and electrical faults referrals. Attending and participate in indigent campaigns in your area of employment. Relating correct indigent policy guidelines to the community. Filling of completed indigent applications. Verifying information submitted by the Indigent Fieldworkers. Compile and submit weekly and monthly reports (numerical and narrative) to the Region Indigent Coordinator. Following up on social ills referrals to Social Workers through the Indigent Coordinator. Attend training for mobile verification device. Attending regional staff meetings. Lead a team of field workers. Compiling, verifying accuracy and consolidating data collected daily, weekly and monthly before it is submitted to the Regional Indigent Coordinator

COMPETENCIES: **COMPETENCIES: Core Professional Competencies** • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Orientation Competencies** • Business Process • 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.

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:

DEPARTMENT: TECHNICAL SERVICES

INTERNAL / EXTERNAL JOB POSTING

POSITION : **OFFICE ADMINISTRATOR**
SECTION : **WASTE WATER TREATMENT WORKS**
REFERENCE : **OAW1/05/2026**
REMUNERATION : In accordance with Job Level 9 - 8 Of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 – R 336 118.59 – R 353 172.38 – R 371 124.61 – R 389 968.79 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12 (Matric) or equivalent qualification. A National Diploma or Certificate in Public Administration, Office Administration, Municipal Administration, or relevant field will be an added advantage. 2 –5 years' administrative experience, preferably within local government or technical services environment. Computer literacy in MS Office (Word, Excel, Outlook, PowerPoint). Good communication and interpersonal skills. Knowledge of municipal administrative processes and filing systems will be an advantage. Ability to work under pressure and handle confidential information.

KEY RESPONSIBILITIES: Executive & Secretarial Support Provide personal assistance to the Director. Manage calendar, meetings, and scheduling priorities. Prepare and organize documents, reports, and correspondence. Records & Document Management. Maintain records of meetings, decisions, and instructions. Manage correspondence register (tracking, referencing, follow-ups). Ensure proper filing and accessibility of documents. Meeting & Committee Coordination. Review Council and Committee agendas and minutes. Identify and track relevant items for the Director. Liaise with stakeholders to ensure minutes are finalized and signed off. Reporting & Data Management. Collect, capture, and compile data into reports and portfolio submissions. Ensure daily and weekly updates of statistics and information. Office Administration. Handle procurement of office supplies. Manage printing, copying, and general admin support.

POSITION : **PROJECT TECHNICIAN**
SECTION : **WASTE WATER TREATMENT WORKS**
REFERENCE : **PT2/05/2026**
REMUNERATION : In accordance with Job Level 6 - 5 Of Merafong City Local Municipality(R 452 056.66 – R 473 563.76 – R 496 150.28 – R 520 281.56 – R 546 687.95 Per Annum, Excluding Benefits)

REQUIREMENT: National Diploma in Civil Engineering (NQF Level 6) . 3 – 5 years' relevant experience. Professional Registration as Pr Techni or Pr CPM will be added as an advantage. Valid Code B or EB Driver's License. Computer literacy in: Microsoft Excel, Microsoft Word, Microsoft Projects, Collaborator, Solar, Email systems. Strong written and verbal communication skills. Good interpersonal and people management skills. Sound knowledge of engineering software. Financial management and budgeting skills .

KEY RESPONSIBILITIES: Ensure that infrastructure projects are implemented in line with: Approved Master Plans, Integrated Development Plan (IDP), Batho Pele Principles, Applicable legislation and regulatory guidelines. Monitor and ensure that consultants and contractors comply with all requirements during: Tender processes, Contract execution phases. Manage financial aspects of projects, including: Cost estimation, Budget planning and implementation, financial control and reporting. Ensure professional project management by: Meeting contractual obligations, achieving organizational objectives, delivering projects on time, within budget, and to required specifications. Maintain accurate project and operational records, ensuring: Availability of reliable data, Compliance with administrative procedures, Implementation of relevant policies and systems

POSITION : **SUPERINTENDENT TECHNICIAN**
SECTION : **WASTE WATER TREATMENT WORKS**
REFERENCE : **SUPTT3/05/2026**
REMUNERATION : 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 (Matric). Trade Test Certificate as a Plumber (*certificate must be attached*) OR Class V Process Controller with DWS Req 3630. Valid Code B Driver's Licence. Own reliable vehicle. Computer literacy (basic operational systems and reporting tools). Minimum of 3 - 5 years' proven experience in the water and sewer sector at an appropriate operational level.

KEY RESPONSIBILITIES: Develop and implement **maintenance programmes** for various operational teams. Supervise construction and maintenance activities related to: Water reticulation systems, Sewer reticulation systems, Associated ad hoc operational works. Oversee and manage work performed by **contractors**. Ensure effective **resource allocation**, including: Personnel, Equipment, and Plant. Manage performance and Key Performance Areas (KPA) of subordinates. Oversee administrative functions within the section, including: Compliance with Code of Conduct, Section meetings, and General staff management matters. Ensure compliance with **Occupational Health and Safety (OHS)** requirements. Compile and submit accurate **monthly operational reports**. Ensure adherence to **Standard Operating Procedures (SOPs)**. Maintain discipline and operational efficiency within the section.

POSITION	: ELECTRICIAN WWTW
SECTION	: WASTE WATER TREATMENT WORKS
REFERENCE	: ELEC4/05/2026
REMUNERATION	: In accordance with Job 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: Trade Test Certificate as an Electrician. Certificate in Basic First Aid (*to be completed within 18 months of appointment*) . Minimum of 2-3 years' post-apprenticeship experience. Computer literacy in Microsoft Word and MS Office applications . Valid Code B Driver's License.

KEY RESPONSIBILITIES: Perform electrical construction and installation work. Execute planned and predictive maintenance on electrical systems. Conduct fault finding and troubleshooting on installations and equipment. Maintain and repair: High and Medium Voltage (HV/MV) systems, Electromechanical equipment, and Low voltage distribution networks. Install and maintain new electricity connections. Maintain electrical systems at: Pump stations, and Water purification works. Work with: Programmable Logic Controllers (PLCs), Instrumentation systems, and Security systems. Upgrade and refurbish existing/old pump stations. Perform mechanical workshop-related functions where required. Operate vehicles for official duties. Coordinate tasks and supervise work where applicable. Ensure accurate record keeping and reporting.

POSITION : ARTISAN ASSISTANT MILLWRIGHT
SECTION : WASTEWATER TREATMENT WORKS
REFERENCE : AAM5/05/2026
REMUNERATION : In accordance with Job Level 11 - 10 Of Merafong City Local Municipality(R 216 741.97 – R 220 523.10 – R 224 359.14 – R 231 976.32 – R 239 994.23 – R 242 857.53 – R 251 958.05 – R 261 830.97 – R 273 319.74 Per Annum, Excluding Benefits)

REQUIREMENTS: Grade 12 (Matric) NQF Level 6 qualification in Electrical and Mechanical Engineering Qualified Millwright (Red Seal Certification). Minimum of 5 years' relevant experience within a municipal water. Valid Code B Driver's License.

KEY RESPONSIBILITIES: Perform fault finding and breakdown repairs on mechanical and electrical equipment. Fabricate fittings for: Pump stations, and Pipelines. Assist with and sign off on new installations. Program and maintain: Variable Speed Drives (VSDs), Soft starters, and Other electronic control equipment. Calibrate critical infrastructure, including: Flow meters, Level sensors, and Related instrumentation. Develop and implement preventative maintenance plans: Lubrication (oil and grease schedules), and Equipment servicing. Organize and coordinate work teams effectively. Perform welding on: Stainless steel, Cast iron, and Mild steel. Plan and manage projects and maintenance activities. Provide guidance and technical support to staff. Ensure compliance with Occupational Health and Safety (OHS) standards. Manage administrative functions, including: Reporting, Leave approvals, and General documentation. Monitor section performance by: Identifying deviations, Implementing corrective actions, and Evaluating performance against KPIs and PIs. Perform standby duties as required (*non-remunerative, subject to earnings threshold*). Execute any other ad hoc duties as instructed by management.

POSITION : SENIOR PROCESS CONTROLLER- CLASS V
SECTION : WASTEWATER TREATMENT WORKS
REFERENCE : SPC6/05/2026
REMUNERATION : In accordance with Job 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 (Matric) or relevant post-matric qualification. Preferably NTC 3 in Water Treatment or Wastewater Treatment. Trade-related qualification: Operator's Certificate or Wastewater Treatment Practice (N3). Minimum of 2–5 years' relevant experience in a wastewater treatment environment. Registered as a Class V Process Controller with the Department of Water and Sanitation (DWS) (*Regulation 3630*). Valid Code EB Driver's License.

KEY REQUIREMENTS: Monitor and control operational processes associated with wastewater treatment works (WWTW). Ensure optimal functionality and efficiency of treatment plant systems and related infrastructure. Coordinate and manage: Administrative requirements, Operational reporting, and Performance tracking aligned to KPIs. Supervise and control: Personnel performance, Productivity levels, and Workplace discipline. Demonstrate knowledge and oversight of: Wastewater treatment processes, Plant performance and system functionality, and Recording, analysing, and reporting operational data. Ensure compliance with operational standards and regulatory requirements Provide supervision and guidance to subordinate staff. Maintain a safe and healthy working environment in line with Occupational Health and Safety (OHS) standards.

POSITION	: JUNIOR PROCESS CONTROLLER- CLASS V
SECTION	: WASTEWATER TREATMENT WORKS
REFERENCE	: JPC7/05/2026
REMUNERATION	: In accordance with Job Level 10 - 9 Of Merafong City Local Municipality(R 242 857.53 – R 251 958.05 – R 261 830.97 – R 273 319.74 – R 279 382.45 – R 291 995.88 - R 304 722.40 – R 318 518.61 Per Annum, Excluding Benefits)

REQUIREMENTS: NQF Level 5 qualification in Water Care, in line with Regulation 2834 / Regulation 17. Minimum of 4 years' continuous experience at Class B Wastewater Treatment Works Valid Code B Driver's License. At least 1-year supervisory experience. Registered as a Class V Process Controller with the Department of Water and Sanitation (DWS).


KEY RESPONSIBILITIES: Coordinate risk-based wastewater safety and security operations during a defined shift period. Supervise and manage personnel to ensure: High productivity, Reduced grievances and labour disruptions, and Effective team performance. Monitor and control: Plant processes and operations, and Stock levels and material usage. Evaluate: Efficiency of applied technologies, and Utilization of plant assets to meet operational objectives. Coordinate and monitor plant operations to ensure: Compliance with effluent standards, and Adherence to policies and regulatory requirements. Conduct operational and compliance monitoring aligned with: Department of Water and Sanitation license conditions, General Authorisations, and Wastewater quality monitoring programmes. Support management of: Internal and external customer complaints, and Operational challenges during wastewater quality incidents. Perform basic preventative maintenance, including: Pumps, Valves, Glands, and Filters. Perform minor repair work on plant and equipment. Coordinate cleaning and maintenance of: Buildings, Sumps, and Reservoirs. Supervise staff and ensure adherence to: Operational procedures, and Health and safety standards.

POSITION	: PROCESS CONTROLLER- CLASS III
SECTION	: WASTEWATER TREATMENT WORKS
REFERENCE	: PC8/05/2026
REMUNERATION	: In accordance with Job Level 11 - 10 Of Merafong City Local Municipality (R 216 741.97 – R 220 523.10 – R 224 359.14 – R 231 976.32 – R 239 994.23 – R 242 857.53 - R 251 958.05 – R 261 830.97 – R 273 319.74 <i>Per Annum, Excluding Benefits</i>)

REQUIREMENTS: NQF Level 3 qualification in Wastewater Treatment or equivalent. Minimum of 5 years' cumulative, relevant experience in wastewater treatment operations, specifically: Activated Sludge Process, and Trickling Filter Process. Minimum registration or eligibility to register as a Class III Process Controller for Wastewater Treatment Works.. Good health and sober habits. Physically fit and able-bodied. Basic skills in: Maintenance and construction, Report writing, and Numerical calculations. Ability to work in all weather conditions, including day and night shifts.

KEY RESPONSIBILITIES: Coordinate, control, and monitor Wastewater Treatment Works (WWTW) operations. Conduct operational and compliance monitoring to ensure: Effluent meets prescribed regulatory standards, and Plant performance is maintained at optimal levels. Perform basic preventative maintenance, including: Pumps, Valves, Water glands, and Sand filters. Carry out minor repairs on plant and equipment. Implement risk-based water safety and security practices. Supervise plant personnel and ensure: Adherence to operational procedures, and Productivity and discipline. Work on a 6-day shift cycle. Maintain cleanliness through: Housekeeping of process units, and General plant upkeep. Monitor and control: Plant stock levels, and Material usage. Evaluate: Efficiency of applied treatment technologies, and Utilization of plant assets to meet operational objectives.

Professional Competencies Oral and written communication. Problem-solving and decision-making. Planning and organizing. Ethics and professionalism. **Functional Competencies:** Discipline-specific technical skills. Task and process management. Operation of treatment plant equipment and systems. Quality orientation. Workplace health and safety compliance. Basic people management. **Public Service Competencies** Service delivery orientation. Interpersonal relations. Communication and responsiveness. **Personal Competencies:** Action and outcome orientation. Resilience and adaptability. Change readiness. Cognitive ability and continuous learning. **Management & Leadership Competencies:** 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. 



MERAUFONG CITY LOCAL MUNICIPALITY

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

DEPARTMENT: TECHNICAL SERVICES

INTERNAL / EXTERNAL JOB POSTING

POSITION : **OFFICE ADMINISTRATOR**
SECTION : **WATER AND SANITATION**
REFERENCE : **OA10/05/2026**
REMUNERATION : In accordance with Job Level 9 - 8 Of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 – R 336 118.59 – R 353 172.38 – R 371 124.61 – R 389 968.79 Per Annum, excluding benefits)

REQUIREMENTS: Grade 12 (Matric) or equivalent qualification. A National Diploma or Certificate in Public Administration, Office Administration, Municipal Administration, or relevant field will be an added advantage. 1–2 years' administrative experience, preferably within local government or technical services environment. Computer literacy in MS Office (Word, Excel, Outlook, PowerPoint). Good communication and interpersonal skills. Knowledge of municipal administrative processes and filing systems will be an advantage. Ability to work under pressure and handle confidential information.

KEY REQUIREMENTS: Provide administrative and clerical support to the Water and Sanitation Section. Manage records, filing systems, and documentation related to water and sanitation projects. Assist with capturing data, compiling reports, and updating registers for water and sanitation operations. Coordinate meetings, prepare agendas, and record minutes for section meetings. Assist with processing correspondence, emails, and internal communication. Maintain asset registers, service requests, and maintenance records. Provide support in customer queries and complaints related to water and sanitation services. Assist with preparation of business plans, technical reports, and project documentation when required. Liaise with other municipal departments regarding administrative matters.

POSITION	: SENIOR ENGINEERING TECHNICIAN
SECTION	: WATER AND SANITATION
REFERENCE	: SET11/05/2026
REMUNERATION	: In accordance with Job Level 4(a) Of Merafong City Local Municipality (R 618 874.38 Per Annum, Excluding Benefits)

REQUIREMENTS: National Diploma in Civil Engineering or equivalent qualification. Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician or Candidate Engineering Technician will be an added advantage. 5 – 8 years' relevant experience in water and sanitation infrastructure, operations, and maintenance, preferably within a municipal environment. Knowledge of water reticulation systems, sewer networks, pump stations, reservoirs, and treatment works. Equivalent qualification with (15 – 20) years relevant experience in water and sanitation infrastructure, operations, and maintenance, preferably within a municipal environment. Computer literacy in MS Office and relevant engineering software (GIS, AutoCAD or similar). Knowledge of Municipal Infrastructure Grant (MIG), MFMA, and other municipal regulatory frameworks will be an added advantage. Valid Code B driver's license. Good communication, report writing, and project management skills.

KEY RESPONSIBILITIES: Provide technical support and supervision for water and sanitation infrastructure projects. Assist with the planning, design, and implementation of water supply and sanitation projects. Monitor and oversee maintenance and repairs of water and sewer reticulation networks. Conduct site inspections and technical assessments to ensure compliance with engineering standards. Compile technical reports, project progress reports, and infrastructure assessments. Assist in the preparation of business plans and project proposals for funding (e.g., MIG and other grants). Ensure compliance with health, safety, and environmental regulations related to water and sanitation services. Support the section with budget planning, asset management, and infrastructure planning. Supervise technical staff and contractors working on water and sanitation projects. Assist in addressing community complaints related to water supply and sanitation services

POSITION	: SUPERITENDENT ENGINEERING TECHNICIAN
SECTION	: WATER AND SANITATION
REFERENCE	: SET12/05/2026
REMUNERATION	: In accordance with Job Level 6 Of Merafong City Local Municipality (R 452 056.66 – R 473 563.76 – R 496 150.28 <i>Per Annum, Excluding Benefits</i>)

REQUIREMENTS: National Diploma in Civil Engineering or equivalent qualification. Registration with the Engineering Council of South Africa (ECSA) as a Candidate Engineering Technician or Professional Engineering Technician will be an added advantage. 3 - 5 years' relevant experience in water and sanitation infrastructure, operations, and maintenance, preferably within a municipal environment. Equivalent qualification: Grade (11 or 12) with NQF level 4 Trade in Water and Sanitation, coupled with (15 – 20) years' relevant experience in water and sanitation infrastructure, operations, and maintenance, preferably within a municipal environment. Knowledge of water reticulation systems, sewer reticulation, pump stations, reservoirs, and water distribution networks. Computer literacy in MS Office and basic knowledge of engineering or asset management systems. Understanding of municipal legislation and regulations, including MFMA, OHS Act, and relevant water services legislation. Valid Code B driver's license. Good communication, technical reporting, and supervisory skills.

KEY RESPONSIBILITIES: Supervise daily operations and maintenance of water supply and sanitation infrastructure. Coordinate repair and maintenance work on water pipelines, sewer networks, pump stations, and reservoirs. Conduct routine inspections of water and sanitation infrastructure to identify faults, leaks, and maintenance requirements. Supervise technical staff, artisans, and general workers in the Water and Sanitation Section. Ensure efficient response to water and sanitation service complaints from communities. Maintain records of maintenance activities, materials used, and operational reports. Assist with implementation of water and sanitation projects and ensure compliance with engineering standards. Monitor contractors and service providers working on water and sanitation infrastructure. Ensure compliance with occupational health and safety regulations on site. Support the section with infrastructure planning, asset management, and reporting.

POSITION	: SENIOR TECHNICIAN (FOREMAN)
SECTION	: WATER AND SANITATION
REFERENCE	: STF13/05/2026
REMUNERATION	: In accordance with Job Level 7 Of Merafong City Local Municipality (R 399 738.29 – R 420 088.45 – R 441 492.15 <i>Per Annum, Excluding Benefits</i>)

REQUIREMENTS: Grade 12 (Matric) or equivalent qualification. Trade Test Certificate in a relevant field (e.g., Plumbing, Mechanical, Fitting, or Civil Engineering-related trade) will be an added advantage. 3–5 years' experience in water and sanitation operations and maintenance, preferably within a municipal environment. Knowledge of water reticulation systems, sewer reticulation networks, pump stations, reservoirs, and related infrastructure. Ability to supervise and coordinate maintenance teams and field operations. Knowledge of occupational health and safety regulations. Computer literacy and basic administrative skills will be an added advantage. Valid Code B driver's license. Good communication, leadership, and problem-solving skills.

KEY RESPONSIBILITIES: Supervise daily operations and maintenance activities related to water supply and sanitation infrastructure. Coordinate and monitor repair of water pipelines, sewer blockages, leaks, and pump station maintenance. Lead and manage technical teams, artisans, and general workers in the field. Conduct routine inspections of water and sanitation infrastructure to identify faults and maintenance needs. Ensure efficient response to community complaints related to water supply interruptions and sewer blockages. Maintain records of maintenance work, materials used, and operational activities. Ensure compliance with occupational health and safety standards during maintenance work. Monitor the performance of service providers and contractors involved in water and sanitation works. Assist in implementation of water and sanitation infrastructure projects. Support the section with operational reporting and infrastructure maintenance planning.

POSITION	: ARTISAN
SECTION	: WATER AND SANITATION
REFERENCE	: A14/05/2026
REMUNERATION	: In accordance with Job 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 (Matric) or equivalent qualification. Trade Test Certificate in Plumbing, Mechanical, Fitting, or a related technical trade relevant to water and sanitation infrastructure. 2–3 years' relevant experience in water supply and sanitation maintenance, preferably within a municipal or technical services environment. Knowledge of water reticulation systems, sewer networks, pipelines, valves, pumps, and related infrastructure. Ability to read and interpret technical drawings and maintenance instructions. Knowledge of occupational health and safety regulations applicable to water and sanitation operations. Valid Code B driver's license will be an added advantage. Good communication and problem-solving skills.

KEY RESPONSIBILITIES: Perform installation, maintenance, and repair of water and sanitation infrastructure, including pipelines, valves, hydrants, and sewer systems. Assist with repair of water leaks, pipe bursts, and sewer blockages. Conduct routine inspections and preventative maintenance on water and sanitation infrastructure. Assist in maintenance of pump stations, reservoirs, and related equipment. Respond to service delivery complaints related to water supply interruptions and sewer blockages. Ensure proper use and maintenance of tools, equipment, and materials. Maintain records of maintenance work and materials used. Ensure compliance with occupational health and safety standards while performing duties. Assist in emergency repairs and restoration of water and sanitation services. Support the technical team in infrastructure projects and maintenance programmes.

POSITION	: ARTISAN ASSISTANT
SECTION	: WATER AND SANITATION
REFERENCE	: AA15/05/2026
REMUNERATION	: In accordance with Job Level 11 - 10 Of Merafong City Local Municipality ((R 216 741.97 – R 220 523.10 – R 224 359.14 – R 231 976.32 – R 239 994.23 – R 242 857.53 - R 251 958.05 – R 261 830.97 – R 273 319.74 <i>Per Annum, Excluding Benefits</i>)

REQUIREMENTS: Grade 12 (Matric) or equivalent qualification. Relevant technical certificate in plumbing, mechanical, civil construction, or related field will be an added advantage. 1–2 years' experience in water and sanitation operations, maintenance, or construction work, preferably within a municipal or technical services environment. Basic knowledge of water reticulation systems, sewer networks, pipelines, valves, and sanitation infrastructure. Ability to work with tools and equipment used in water and sanitation maintenance. Knowledge of occupational health and safety regulations. Physically fit and able to perform manual labour in field conditions. Valid Code B driver's license will be an added advantage. Good communication and teamwork skills

KEY RESPONSIBILITIES: Assist artisans with the installation, maintenance, and repair of water and sanitation infrastructure. Assist in repairing water leaks, pipe bursts, and sewer blockages. Support maintenance activities related to pipelines, valves, hydrants, reservoirs, and sewer systems. Assist with routine inspections and preventative maintenance of water and sanitation infrastructure. Load, unload, and prepare tools, equipment, and materials required for maintenance work. Assist in excavation, pipe laying, and backfilling activities during repairs and installations. Maintain clean and safe working areas during and after maintenance activities. Assist in responding to community service complaints related to water and sanitation services. Ensure compliance with occupational health and safety standards during all maintenance work. Support the technical team during emergency repairs and infrastructure maintenance programmes.

POSITION	: TLB OPERATOR
SECTION	: WATER AND SANITATION
REFERENCE	: TLB17/05/2026
REMUNERATION	: In accordance with Job Level 9 Of Merafong City Local Municipality (R 279 382.46 – R 291 995.88 – R 304 722.40 – R 318 518.61 <i>Per Annum, Excluding Benefits</i>)

REQUIREMENTS: Grade 10 or equivalent qualification (Grade 12 will be an added advantage). Valid TLB/Excavator Operator competency certificate or licence. Valid Code C1 or relevant driver's licence will be an added advantage. 2–3 years' relevant experience operating a TLB or similar heavy construction equipment, preferably within a municipal or water and sanitation environment. Knowledge of excavation work, trenching, backfilling, and handling of underground water and sewer infrastructure. Basic understanding of occupational health and safety regulations. Ability to work under pressure and in emergency situations. Good communication and teamwork skills.

KEY RESPONSIBILITIES: Operate the TLB machine for excavation, trenching, loading, backfilling, and site preparation related to water and sanitation works. Assist with excavation for pipe laying, repair of water leaks, sewer blockages, and burst pipes. Ensure safe operation of the TLB near water pipelines, sewer lines, valves, and related underground infrastructure. Conduct daily pre-trip and post-trip inspections of the TLB and report any faults or mechanical defects. Perform basic cleaning and maintenance checks on the machine to ensure operational readiness. Support artisans, operators, and general workers during maintenance and construction activities. Ensure compliance with occupational health and safety standards while operating machinery. Maintain proper records of machine usage, fuel consumption, and work performed. Respond to emergency callouts involving excavation and repair of water and sanitation infrastructure. Ensure that work sites are left in a safe and clean condition after completion of tasks.

CORE COMPETENCIES: **Professional Competencies** Oral and written communication. Problem-solving and decision-making. Planning and organizing. Ethics and professionalism. **Functional Competencies:** Discipline-specific technical skills. Task and process management. Operation of treatment plant equipment and systems. Quality orientation. Workplace health and safety compliance. Basic people management. **Public Service Competencies** Service delivery orientation. Interpersonal relations. Communication and responsiveness. **Personal Competencies:** Action and outcome orientation. Resilience and adaptability. Change readiness. Cognitive ability and continuous learning. **Management & Leadership Competencies:** Direction setting. Impact and influence. Coaching and mentoring. Team 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:

**DEPARTMENT: ENERGY
INTERNAL / EXTERNAL JOB POSTING**

POSITION : MANAGER ENGERY PLANNING
SECTION : ENERGY
REFERENCE : MEP1/05/2026
REMUNERATION : In accordance with Job Level 1 Of Merafong City Local Municipality (R 931 689.56 Per Annum, excluding benefits)

REQUIREMENTS: B Degree in Electrical Engineering or equivalent at NQF level 7 qualification and be Trade Tested; At least 8 years Electrical Engineering experience in a municipal environment of which 3 years must be in a managerial position; Must be in a possession of a Government Certificate of Competency: Excellent knowledge of Electrical regulations, procedures and policies. Good management skills. Excellent planning and organizing skills. Excellent communication and negotiating skills. Ability to work in a pressurized environment and dealing tactfully with role-players. Valid driver's

RESPONSIBILITIES: Coordinating project identification and prioritization process ensuring proper integration of the respective Infrastructure Investment Framework (IIF) and Integrated Development Planning (IDP's) and SDBIP and updating annually; Aligning projects with municipal IDP as per the demands identified and prioritized by the Council; Preparing business plans to seek and source funding for the delivery of electrical infrastructure projects; Preparing capital and operating estimates and controls expenditure against the approved MTEF budget allocation; Keeping abreast with technological developments and alternatives in the delivery of services within the electrical engineering industry ;Establishing key performance indicators and measures for determining/ assessing the level and appropriateness of service delivery with respect to electrical network maintenance metering (routine, planned and unplanned) and repair work; Analysing energy consumption and costs, identifying and implementing energy saving opportunities. Developing and implement energy management plans and strategies. Conducting regular energy audits and propose efficiency improvements. Manage relationships with utility companies and energy service providers. Ensure

compliance with environmental regulations and best practices in energy management. Train and educate staff on energy conservation measures and procedures. Monitor and report on energy performance and savings. Stay current with developments in energy management technologies and industry trends. Collaborate with various departments to ensure energy efficiency in all operations. Strategic Planning - by providing improved information into the IDP process on current levels of service, risks and future demand, costing strategic options with tariff implications, and coordinated programs;

COMPETENCIES: Planning . Organisational Awareness. Attention to detail Functional Competencies: Design. Project Management Construction. Operational and maintenance Public Services Orientation Competencies Interpersonal Relationships Communication Service Delivery Orientation. Personal Competencies Action and outcome orientation. Resilience. Change readiness. Cognitive ability. Learning orientation. Accountability. Management/Leadership Competencies; Impact and Influence. Team Orientation. Direction Setting. Coaching and mentoring

POSITION : SENIOR TECHNICIAN

SECTION : ENERGY PLANNING

REFERENCE : ST2/05/26

REMUNERATION : In accordance with Job Level 4 Of Merafong City Local Municipality ((R 574 506.63 – R 5888 939.51 – R 603 731.12 Per Annum, Excluding Benefits)

REQUIREMENTS: Grade 12 • Bachelor’s Degree /National Diploma in Civil Engineering, Construction Management. • 5 – 8 years’ experience in project management environment preferably in local government, off which one year should be at Supervisory level • Previous experience in managing the Municipal Infrastructure Grant (MIG) will be an added advantage. • Registration with ECSA as a Professional Technician or Candidate Technician will be an added advantage. • Computer Literacy • Valid driver’s license

KEY RESPONSIBILITIES: Deliver technical support and evaluate proposed project in alignment with the respective Municipal project in the IDP and regional and provincial growth and development plans, • Manage labor intensive programmes in line with EPWP framework and related reporting requirements, • Arrange regular project progress meetings. • Ensure compliance with all legal aspects and conditions as required by the various spheres of government, • Conduct site visit and meetings to ensure compliance with business plan conditions, • Manage cashflow and committed project expenditure, • Verifying payment certificate and prepare monthly payment schedule documentation. • Compile all financial reports required by DORA and submit it monthly to the Project

Manager and provincial MIG unit. • Ensure project compliance with all applicable legislation, policies and conditions applicable. • Assist with other related municipal infrastructure programmes • Perform any other Duties assigned by the Manager: PMU

Monitor and ensuring the application of PMU projects with respect to the engagement of service providers project implementation and including budgeting and utilization of funds Interpreting standard details and layout plans including its design details. Providing Technical guidance to PMU unit on the procedural requirements pertaining to quality Planning, Quality assurance and control, Project Risk management and cost control on Infrastructure projects

POSITION : PROJECT TECHNICIAN

SECTION : ENERGY PLANNING

REFERENCE : PT3/05/26

REMUNERATION : : In accordance with Job Level 6 - 5 Of Merafong City Local Municipality ((R 452 056.66 – R 473 563.76 – R 496 150.28 – R 520 281.56 – R 546 687.95 *Per Annum, Excluding Benefits*)

REQUIREMENTS: Grade 12 , National Diploma in Engineering and registration as a Pr Techni Eng will be added advantage , 3 - 5 years' relevant experience in the field of engineering , Computer literacy: MS Office Drivers Licence

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 from initiating stage to project close out. Prepare comprehensive business plans, feasibility studies, backlog studies, technical reports, preliminary designs and cash flows on proposed projects Ensure compliance of all legal aspects and conditions, required from the different spheres of government Reporting requirements in line with the Provincial and Municipal framework Co-ordinate regular project meetings Conduct site visits/meetings to ensure compliance to business plan conditions and daily quality control.

POSITION : **WIRING INSPECTOR x2**
SECTION : **ENERGY PLANNING**
REFERENCE : **WI4/05/26**
REMUNERATION : In accordance with Job 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 • National Diploma in Electrical Engineering (NQF Level 6) or N6 Certificate with Trade Test. • At least 3 - 5 years' relevant experience in electrical inspection or maintenance. • Sound knowledge of electrical policies, SANS 10142, and by-laws. • Valid Driver's License (Code B or C1). • Analytical, fault-finding, and strong communication skills.

KEY RESPONSIBILITIES: Conduct on-site inspections of wiring, electrical reticulation, and service connections for residential, commercial, and industrial sites. • Verify that all electrical work complies with SANS 10142-1 (Code of Practice for Wiring of Premises). • Prepare detailed inspection reports and issue compliance certificates. • Identify hazardous electrical conditions and enforce corrective actions. • Monitor compliance with the OHS Act and municipal technical standards.

POSITION : **DRAUGHTMAN**
SECTION : **ENERGY PLANNING**
REFERENCE : **D5/05/26**
REMUNERATION : In accordance with Job Level 8 - 7 Of Merafong City Local Municipality ((R 336 118.59 – R 353 172.38 – R 371 124.61 – R 389 968.79 – R 399 738.29 – R 420 088.45 – R 441 492.15 *Per Annum, Excluding Benefits*)

REQUIREMENTS: Grade 12 preferably a Higher Certificate 1 year: 120 credits, + 1 year work Integrated Learning, Registered with the South African Council for the Architectural Profession, Computer Literacy; MS Office, 1 -2 years relevant experience required , A valid code EB driver's license. Full knowledge of the SACAP Code of Professional Conduct (Board Notice 154 of 2009) will be added advantage.

RESPONSIBILITIES: Creating technical wiring and power layout diagrams and specifications sheets. Estimating the required power generation and consumption needs. Calculating the amount of materials and equipment needed. Generating

technical specification documents, installation guides, and user manuals. Creating and maintaining detailed electrical drawings, schematics, and layouts using computer-aided design (CAD) software. Collaborating with engineers, architects, and other team members to ensure accurate and timely completion of drawings. Reviewing project specifications and requirements to determine the most effective design solutions. Ensuring that all drawings comply with industry standards, codes, and regulations. Providing support to project teams during the construction and installation phases. Generating documentation, such as bills of materials, for procurement purposes., Keeping abreast of industry trends and advancements in electrical design and drafting techniques.

Professional Competencies Oral and written communication. Problem-solving and decision-making. Planning and organizing. Ethics and professionalism. **Functional Competencies:** Discipline-specific technical skills. Task and process management. Operation of treatment plant equipment and systems. Quality orientation. Workplace health and safety compliance. Basic people management. **Public Service Competencies** Service delivery orientation. Interpersonal relations. Communication and responsiveness. **Personal Competencies:** Action and outcome orientation. Resilience and adaptability. Change readiness. Cognitive ability and continuous learning. **Management & Leadership Competencies:** Direction setting. Impact and influence. Coaching and mentoring. Team 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	: MANAGER RENEWABLE ENERGY AND OHS
SECTION	: RENEWABLE ENERGY
REFERENCE	: MRE6/05/26
REMUNERATION	: In accordance with Job Level 1 Of Merafong City Local Municipality (R 931 689.56 Per Annum, Excluding Benefits)

REQUIREMENTS: Grade 12 • Bachelor's Degree in Electrical Engineering (NQF Level 7) • Registered as a Professional Engineer (Pr Eng) or Professional Technologist (Pr Tech Eng) with ECSA • Minimum 8 years of post-qualification experience, including 5 years in a managerial or technical role in the energy sector • Experience in renewable energy technologies, such as solar PV, wind, biogas, or energy storage systems • Valid Code B driver's license.

Electrical engineering principles and renewable energy systems • Local Government legislation: Municipal Systems Act, MFMA, Electricity Regulation Act, NERSA guidelines • National Energy Policies, Integrated Resource Plan (IRP), and Green Energy initiatives • Project and contract management (GCC, FIDIC, NEC, etc.) • Budgeting, procurement (SCM), and financial planning for infrastructure projects • Strong leadership and stakeholder management skills • Excellent report writing, presentation, and communication abilities • Proven track record in project development, funding applications (e.g., DBSA, DOE, GIZ), and grant management • Risk management and compliance monitoring • Computer literacy (MS Office, AutoCAD, GIS, SCADA, Energy Modelling Tools)

KEY RESPONSIBILITIES: Developing and implement the Renewable Energy Master Plan and related strategies • Planning and oversee the design, installation, and maintenance of renewable energy projects (e.g., solar farms, embedded generation, hybrid mini-grids) • Managing electrical infrastructure and grid integration of renewable energy sources • Leading feasibility studies, EIA processes, and technical evaluations • Ensure compliance with engineering standards, safety codes, and municipal policies • Managing engineering teams, consultants, and contractors • Monitoring and report on project KPIs, budgets, risk, and performance • Drive energy efficiency programs and implement smart-grid technologies • Coordinating with national energy stakeholders (Eskom, NERSA,

DOE/DMRE/DEE) • Champion innovation, research, and skills development in the renewable energy unit • Contributing to the municipality's climate resilience and carbon neutrality goals.

CORE COMPETENCIES : Leading Competencies: • Strategic direction and leadership • People management • Programme and project management • Financial management • Change leadership • Governance and risk management **Core Competencies:** • Moral competence • Planning and organizing • Analysis and innovation • Knowledge and information management • Communication • Results and quality focus **Technical Competencies:** • Renewable energy systems engineering • Electrical distribution and embedded generation • Infrastructure asset management • Performance monitoring and evaluation • Public sector procurement and compliance

POSITION : OHS OFFICER

SECTION : RENEWABLE ENERGY AND OHS

REFERENCE : OHS7/05/26

REMUNERATION : 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 3 year qualification in Diploma/Degree in Occupational Health and Safety Management or Social Science and/or related field, Computer Literacy; MS Office, 3 - 5 years relevant OHS experience required. Valid Drivers license.

RESPONSIBILITIES: Enforcing health and safety laws and regulations. Reviewing and make decisions regarding situations of risks and occupational hazards which will cause danger to the worker. Providing advice regarding the development of wellness, and safe and healthy practices. Inspecting workplace to ensure equipment, materials and processes does not present a safety and health hazard. Investigating health and safety-related complaints. Enforcing health and safety laws and regulations. Reviewing and making decisions regarding situation of risks and occupational hazards which will cause danger to the workers. Providing advice regarding the development of wellness, and safe and health practices. Encouraging managers, supervisors and employees to participate in occupational health and safety and employee wellness programmes. Investigating workplace facilities and serious injuries. Coordinating and monitoring functional OHS and wellness committees. Coordinating and facilitates OHS training to representatives and First Aiders. Ensuring compliance with all related and relevant legislation. Building capacity and organise awareness on employee wellness. Managing resources (Physical,

human and financial). Administering injury on duty claims and ensuring employees comply with the process Liaison with Compensation of Injuries and Diseases Act by submitting and following up employees claims.

POSITION : **METER INSPECTOR X3**

SECTION : **RENEWABLE ENERGY PLANNING**

REFERENCE : **MI8/05/26**

REMUNERATION : In accordance with Job 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 or Technical qualification Metering/Installation, Computer Literacy; MS Office, 3-5 years relevant experience required, A valid driver's license. Proven work experience as a Meter Reader or similar role, Relevant training and/or certifications as a Meter Reader.

RESPONSIBILITIES: Reading, recording, and reporting readings water meters using a hand-held meter reading computer. Interacting with customers and addresses questions and resolves complaints. Inputting data about customer electricity and gas usage into database software. Traveling in the local region to visit each home or business on the meter reading list each day. Assessing each utility meter during the monthly visit to ensure the device is working properly. Greeting customers at their homes or places of business when the meter is not accessible from the outside, and schedule a meter reading when necessary. Providing new electricity and gas activation services to new customers by connecting the meter to the utility company's network and disconnecting service when required. Reporting inoperable and malfunctioning devices or unauthorized changes to the meter to supervisors when spotted during field checks. Completing the routine maintenance tasks or make small repairs to the utility meter when asked by the customer and the company. Logging in all details of each work shift, such as addresses visited, meters checked, breaks taken and any other incidents to be uploaded into the tablet device each day. Has operational control and responsibility over an installation, plant, workshop, depot or area. Draws up operational work plans and maintenance programme. Has supervisory control over the Foreman/Senior. Performs general administrative duties. Works independently within works/ maintenance program and with regular report back to the manager.

COMPETENCIES: COMPETENCIES:

Core Professional Competencies, Problem Solving, Planning and Organising, Organisational Awareness , Functional Orientation Competencies, Discipline Specific Skills People Management, Task Management , Workplace Safety , Budgeting ,Public Service, Orientation Competencies ,Interpersonal Relationships , Communication , Service Delivery Orientation , Personal Competencies, Action and Outcome Orientation , Resilience , Ethics and Accountability.



MERAUFONG CITY LOCAL MUNICIPALITY

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

POSITION	: SUPERINTENDENT DISTRIBUTION/MAINTENANCE
SECTION	: OPERATIONS AND MAINTENANCE
REFERENCE	: SDM9/05/26
REMUNERATION	: 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 or equivalent technical qualification , Computer Literacy; MS Office, Trade Tested Artisan Diesel and/or petrol , 3-5 years relevant experience required A valid code driver's license.

RESPONSIBILITIES: Developing site electrical procedures, providing technical guidance for wiring systems, overseeing an electrical system operation from start to finish, ensuring applications meet regulation standards, and providing technical support to various personnel. Installing, maintaining and repairing power lines to ensure homes and businesses are connected to the national grid. Assembling or removing component parts. Configuring electrical systems. Ensuring technical equipment is in good working order. Inspecting cables and regularly testing equipment. Installing and dismantling equipment, such as transmission cables. Recognising and diagnosing electrical faults. Switching operations. Working outdoors in all weather and at height.

POSITION : SUPERINTENDENT ELECTRICIAN DOMESTIC
SECTION : OPERATIONS AND MAINTENANCE
REFERENCE : SED10/05/26
REMUNERATION : 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 or equivalent Technical qualification Electrical/Metering or Installation , Computer Literacy; MS Office, Trade Tested Artisan Diesel and/or petrol , 3-5 years relevant experience required , A valid code driver's license.

RESPONSIBILITIES: Supervising the maintenance of electrical network systems, metering services, LV/MV and HV metering equipment. Supervising the construction and installation of new or upgrade metering electrical networks, substations, transformers, distribution and metering panels. Inspecting the electrical conditions of installations for planned maintenance. Random inspections of work where contractors and staff have been working and also ensure that all safety procedures have been followed. Determining what future work is required in order to ensure properly maintained Council metering networks. Responsible for revenue enhancement and energy losses. Liaise other with supply authority, local customers, other departments and public as required. Responsible for the control and safe execution of all HV systems switching operations in accordance with switching and operating regulations.

POSITION : ELECTRICIAN X8
SECTION : OPERATIONS AND MAINTENANCE
REFERENCE : ELE11/05/26
REMUNERATION : In accordance with Job 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 • N2 certificate in Electrical , Electrical Engineering Qualification or equivalent • 2 years related Electrical Distribution experience • Valid Trade Test Certificate • Valid Driver's License Code EC • Should be able to work standby and overtime when requested • Good customer relations • Interpersonal and people management skills.

RESPONSIBILITIES: Extend and upgrades the electrical reticulation network • Maintains and repairs cubicles and boxes housing electrical consumption meters • Maintains constructs and repairs all street and area lighting • Assist the Technician with electrical high voltage testing • Maintenance of Sub-stations • Ground of sub-stations inspection.

POSITION : **BOILERMAKER**

SECTION : **OPERATIONS AND MAINTENANCE**

REFERENCE : **B12/05/26**

REMUNERATION : In accordance with Job 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 or equivalent technical qualification • A minimum of 3- 5 years' experience as a Boilermaker within a heavy engineering or manufacturing environment. • Boilermaker Trade Test Certificate . • Experience within the pulp and paper manufacturing industry will be an advantage. • SAP knowledge will be advantageous. • Working knowledge of MS Office (Word, Excel, Outlook) will be advantageous. • Valid driver's license • Must be physically fit. • Proficiency in welding (ARC, CO2, TIG), fabrication, and structural steelwork. •

RESPONSIBILITIES: Performing specialised boiler making and maintenance duties on plant and equipment. • Conducting technical diagnostic activities, including testing, inspecting, troubleshooting, fault finding, measuring, checking, and recording results to: • Reduce equipment downtime • Minimise breakdowns • Improve plant and equipment availability • Executing periodic prescribed audits and inspections related to all boiler making aspects to minimise the risk of equipment failure. • Operating and executing all tasks safely and in strict compliance with operating procedures, safety standards, and company policies. • Performing preventative maintenance activities on plant and equipment to support operational continuity and reliability. • Fabricate, install, and repair steel structures, pipes, and machinery. • Conduct diagnostic activities, including testing, inspecting, and troubleshooting faults. • Read, interpret, and work from technical drawings and schematics. • Ensure structural maintenance of municipal infrastructure (water tankers, machinery). • Adhere strictly to safety regulations, including working at heights or in confined spaces.

POSITION : LV OFFICIAL

SECTION : OPERATIONS AND MAINTENANCE

REFERENCE : ELE13/05/26

REMUNERATION : In accordance with Job Level 10 - 9 Of Merafong City Local Municipality ((R 242.587.53 – R 251 958.05 – R 261 830.97 - R 273 319.74 – R 279 383.45 R 291 995.88 – R 304 722.40 R 318 518.61 *Per Annum, Excluding Benefits*)

REQUIREMENTS: Grade 10 • National Certificate in Electrical Engineering N2 • Valid Code 10 Drivers License with PDP • 1-2 years' electrical distribution experience within local government • Capability to grasp and process technical information • Must be prepared to work irregular hours and overtime when necessary • Must be able to work under pressure • Good communication skills • Must be able to multi-task • Must be prepared to work in all conditions, i.e. weather and environment.

RESPONSIBILITIES: Inspections/Condition Monitoring • Visiting various sites/locations and assessing the conditions of components, installations and connectivity • Conducting specific tests to establish functionality and recording outcomes • Checking the condition of structures (poles, cross ways, etc.) and assessing compliance with specific safety and security requirements (protective covers housing live conductors, sub-station sites, etc.) • Completing inspection schedules detailing conditions and/or repair requirements, including specific priorities requiring immediate attention and forwarding to the immediate Supervisor • Construction and Installation • Receiving instruction from the immediate Superior on the layout and specific work sequences and communicating with support personnel on materials, equipment requirements and preparatory activities • Operating hand held equipment (jack-hammer, etc.) to cut through concrete/tarred surfaces) • Laying cables and positioning supporting structures (poles) and cleaning and tinning of conductors, binding and strapping, tripping of individual conductors • Attending to the erection and installation sequences of poles, cross waves, stays, lines, aerial transformers, switchgear, etc. using hand held power tools to drill and mount junction boxes, brackets, cable trays, racks, etc. and tighten screws and bolts • Terminating cables, wires, etc. to junction boxes, connecting blocks and/or terminals including soldering, fitting of lugs and harnessing wires • Maintenance and Repair • Conducting visual inspections of supporting structures, lines and cables and reporting defects to the immediate superior

POSITION : ARTISAN ASSISTANT

SECTION : OPERATIONS AND MAINTENANCE

REFERENCE : AA14/05/26

REMUNERATION : In accordance with Job Level 11 - 10 Of Merafong City Local Municipality ((R 216 741.97 – R 220 523.10 – R 224 359.14 – R 231 976.32 – R 239 994.23 – R 242 857.53 - R 251 958.05 – R 261 830.97 – R 273 319.74 Per Annum, Excluding Benefits)

REQUIREMENTS: Grade 10 • Trade Test Certificate • Valid code 08 driver's license • 1-2 years Electrical Distribution experience • Must be prepared to work irregular hours and overtime when necessary • Must be able to work under pressure • Good communication skills • Must be able to multi-task • Must be prepared to work in all conditions, ie weather and environment.

RESPONSIBILITIES: *Construction and Installation* -: Receiving instruction from the immediate supervisor on the layout and the execution of specific work sequenced • Operating hand held equipment (jack-hammer, etc.) to cut through concrete/ tarred surfaces • Laying cables and positioning supporting structure (poles) and cleaning and tinning of conductors, binding and strapping, stripping of individual conductors • Attending to the erection and installation sequences of poles, cross waves, stays, lines aerial transformers, switchgear, etc., using hand held power tools to drill and mount junction boxes, brackets, cables trays, racks, etc. and tighten screws and bolts

Tools and Equipment storage/care -: • Removing and washing off debris from tools and equipment • Placing and stacking tools/equipment in the vehicle, observing sequences and procedures supporting safe transit • Physically loading materials and other products and/or holding and guiding plant/equipment during the hosting and placement • Removing debris/ rubble, etc. and cleaning worksites.

POSITION : **TEAM LEADER**

SECTION : **OPERATIONS AND MAINTENANCE**

REFERENCE : **ELE15/05/26**

REMUNERATION : In accordance with Job 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 or post matric qualification preferably a NTC 3 in Water Treatment or Waste Water treatment or as stipulated in Regulation 3630 for Class III process controller . Trade qualification: operators Certificate/Waste Water Treatment N3. Valid Drivers License. 3 -5 years experience required or more. Computer Literacy: MS Word

RESPONSIBILITIES: Performing daily inspection of entire process treatment operations and report malfunctions and irregularities to supervisor. Ensuring that all housekeeping on the entire operations is in order and performed in accordance with daily task schedule. Ensuring that all daily process control tests and readings are performed and recorded in the correct registers. Opening and closing of valves to specific limits to control levels and regulate flow to and from storage and treatment units. Ensuring disinfection and chemical dosing rates are measured and adjusted accordingly. Take daily, weekly and monthly samples for submission to the laboratory and perform tests using on-site meters and test kits to assess the performance of chemical dosage and process conditions. Perform daily inspection of entire process treatment operations and report malfunctions and irregularities to supervisor. Ensure that all housekeeping on the entire operations is in order and performed in accordance with daily task schedule. Ensure that all daily process control tests and readings are performed and recorded in the correct registers. Opening and closing of valves to specific limits to control levels and regulate flow to and from storage and treatment units. Ensure disinfection and chemical dosing rates are measured and adjusted accordingly. Take daily, weekly and monthly samples for submission to the laboratory and perform tests using on-site meters and test kits to assess the performance of chemical dosage and process conditions. Activate and de-activate pumps and electrical and mechanical equipment to control the transfer of treated and untreated effluent through the WWTW. Communicate with the immediate supervisor, verbally and if necessary, in writing, information on plant condition, performance and outcomes and/or executing specific instructions to address deviations or disruptions to the process. Ensuring that all housekeeping tasks pertaining to the site condition and process operations is conducted as per the daily, or monthly task schedule, including the maintenance of the grounds. Conducts maintenance tasks in

accordance with maintenance schedule and assess plant and equipment conditions and the status of predictive and planned maintenance interventions, report breakdowns and communicate urgent repair work necessary to restore functionality. Monitor stock levels and movement and attend to the replenishment of all chemical, consumables, tools and maintenance items required for the operations at the specific WWTW. Taking and coordinating of composite and grab samples of process units in accordance with standard sampling procedures, and ensure that the samples are submitted to the laboratory on time and in accordance with the prescribed sampling schedule. Assist in the removal and installation of motors and pumps and other process equipment and pipes and valves, and supervise contractors where applicable. Assist and attend to immediate breakdowns. Clearing and unblocking of inlets, outlets, valves, trickling filters, in-line strainers and connections, Removing screenings and debris using hand held tools (shovel, fork, rake) and pressurised water systems to remove /flush out blockages. Provide general guidelines and explaining procedures to personnel on the removing and destruction/disposal of debris to avoid health related risks. Attend to the safekeeping of hand tools and/or apparatus used in the process, applying laid down instructions and guidelines to avoid theft, loss or vandalism. Supervise and perform the withdrawal of supernatant and sludge from digesters and reactors and clearing of drying beds using hand held tools or machinery

COMPTENCIES: Core professional competencies, Problem Solving, Oral Communication , Planning and Organising , Written Communication , Decision Making , Ethics and Professionalism , Functional Competencies, Working Place Safety, Discipline Specific Skills, Task Management, Use of Process Specific Technology/Equipment , Quality Orientation , People Management , Public Service Orientation Competencies: Interpersonal Relationships. Communication. Service Delivery Orientation. Personal Competencies: Action and Outcome Orientation. Resilience . Change Readiness . Cognitive Ability. Learning Orientation.



MERAUFONG CITY LOCAL MUNICIPALITY

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

DEPARTMENT: ENERGY

INTERNAL AND EXTERNAL JOB POSTING

POSITION : ASSISTANT MANAGER SOLID WASTE

SECTION : SOLID WASTE

REFERENCE :AMSW16/05/26

REMUNERATION : REMUNERATION : In accordance with Job Level 4 Of Merafong City Local Municipality ((R 574 506.63 – R 5888 939.51 – R 603 731.12 *Per Annum, Excluding Benefits*)

REQUIREMENTS: Grade 12, Higher qualifications in Environmental Management, Civil Engineering, or Waste Management are advantageous. 5 – 8 years experimce in waste management, landfill operations, or environmental services, experience in supervising teams is preferred. Understanding of solid waste disposal, landfill barrier systems, geotechnical design and sustainable infrastructure. Computer Literacy: MS Office. Valid Drivers license.

KEY RESPONSIBILITIES: Supervising waste management staff and coordinating daily activities at collection sites, transfer stations, or landfills. Ensuring compliane with environmental regulations, including proper handling of harzardous and non-hazardous waste. Supporting recycling and sustainability initiatives , suc as waste reduction programs and resource recovery projects. Monitoring operational efficiency , including waste flow, stockpile management management maintenance. Reporting and documentation, including incident reports, environmental compliance records, and performance metrics.

POSITION : SUPERINTENDENT X3

SECTION : SOLID WASTE

REFERENCE :SUPTW17/05/26

REMUNERATION : 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. 3 year Tertiary qualification preferably in Environmental Management Diploma and Degree will be an added advantage. 3 – 5 years' experience in environmental management field which include 2 years' experience in supervisory experience. Knowledge in variety of task aimed at reducing waste, promoting recycling and compliance with environmental regulations. Valid drivers license with (PDP)

KEY RESPONSIBILITIES: Designing and implementing waste management plans. Monitoring and evaluating waste management process. Assessing the effectiveness of waste management programs and identify areas for improvement. Conduct waste audits. Identifying waste reduction opportunities and ensuring compliance with regulations. Educating the public and stakeholders about the importance of recycling and sustainable waste management. Collaborating with local authorities and waste management companies. Working with private organisations to develop and implement waste management strategies. Preparing reports on waste management activities. Compiling data and reports to monitor waste management performance and compliance. Managing budgets for waste management projects. Investigating and addressing waste -related complaints. Handling complaints and ensuring that waste management issues are resolved effectively. Protecting environment and promoting sustainable practices by ensuring that the waste management systems are efficient and environmentally friendly. Analyzing waste streams, conduct site assessments, and design programs that promote waste reduction and resource recovery. Implementing strategies for efficient waste collection, recycling, and disposal to minimize environmental impact.

COMPETENCY: Core Professional Competencies: Organisational Awareness – Project Management – Financial Management – Planning and Organising **Functional Competencies:** Strategy Development & Implementation – Stakeholders management – Air Quality Management – Research – Compliance and Enforcement **Public Services Orientation Competencies** – Interpersonal Relationships – Communication – Service Delivery Competencies – Customer Orientation and Focus – **Personal Competencies** – Negotiation Skills – Action and Outcome Orientation – Resilience - Change Readiness – Cognitive Ability – Learning Orienta



MERA FONG CITY LOCAL MUNICIPALITY

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

**OFFICE OF THE CHIEF OPERATING OFFICER
GRANT FUNDING (FIXED TERM CONTRACT)**

POSITION : DRIVER
SECTION : LIBRARY INFORMATION SERVICES
REFERENCE : SDM9/05/26
REMUNERATION : In accordance with Job Level of Conditional Grant Terms
(R 200 574.24 per annum including benefits)

REQUIREMENTS: Grade 10. Basic knowledge of road safety regulations. Good communication and Computer Literacy: MS Office. Ability to work in a high-pressure environment. Valid Drivers License (with PDP). 10 years driving experience.

KEY RESPONSIBILITIES: Transporting passengers, staff and items, such as mail and official documents, while maintaining vehicles logbooks and assist with loading of goods. Accurately updating vehicle logs, mileage, and delivery records. Keeping the vehicle clean. Assist with cleaning when necessary. Must be prepared to work at other facilities when required. Complying with all relevant work requests. Reporting any faults and gaps to the supervisor.

FUNCTIONAAL/PROFESSIONAL COMPETENCIES: Operational and Specialised Operational Streams: Managing work - Work Place Safety- Task Accountability – Quality Orientation – Quality Orientation – Oral Communication – **Funtional/professional Competencies: Operators:** Operating Monitoring – Quality Control Analysis – Operation and Control – Troubleshooting – Planning and Organising - **Functional/professional Competencies: Drivers:** Vehicle Safety – Driving Behaviour – Learning and Quality Orientation.