



MERAFONG CITY LOCAL MUNICIPALITY

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

INTERNAL / EXTERNAL JOB POSTING CLOSING DATE: FRIDAY, 28 AUGUST 2026

1. DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

SECTION: SPECIAL PROJECTS

MANAGER IN THE OFFICE OF MUNICIPAL MANAGER LEVEL 1

MANAGER SPECIAL PROJECTS LEVEL 1

2. DEPARTMENT: CORPORATE AND SHARED SERVICES

SECTION: HUMAN CAPITAL MANAGEMENT

MANAGER HUMAN CAPITAL MANAGEMENT LEVEL 1

3. DEPARTMENT: COMMUNITY SERVICES

SECTION: SRACH

MANAGER SPORTS RECREATION, ARTS, CULTURE AND HERITAGE LEVEL 1

4. DEPARTMENT: FINANCE

SECTION: REVENUE

CHIEF ACCOUNTANT CREDIT CONTROL AND CLIENT SERVICES LEVEL 4

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

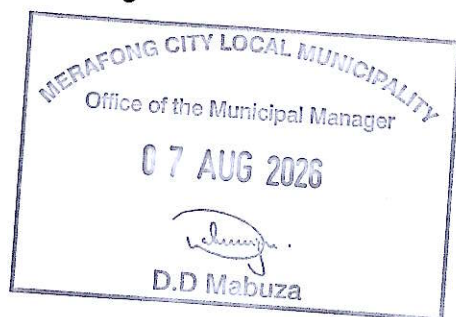
All enquiries relating to job content can be directed to the Acting Executive Director Corporate and Shared Services or Acting Human Capital Manager Mr SB Mazibuko at tel. **(018) 788 9633/9046** during office hours.

A detailed advert of all positions that includes an application form that is available on the municipal website www.merafong.gov.za , comprehensive Curriculum Vitae, certified copies of qualifications, driver's licence and Identity Document, must be hand delivered to the Office Human Resource Management Office Number G32, Municipal Building, Halite Street, Carletonville during office hours. Email applications are NOT accepted.. You will be required to bring the original document should you be shortlisted.

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

All positions are stationed at the Merafong City Local Municipality in Carletonville. Merafong City Local Municipality reserves the right not to make an appointment. Merafong City Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. If you do not hear from us within 90 days of the closing date, kindly accept that your application was unsuccessful, and communication will be limited to short-listed candidates.

Kind Regards



MR DD MABUZA
MUNICIPAL MANAGER



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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 28 August 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, **28 August 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



MERAFONG CITY LOCAL MUNICIPALITY

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

OFFICE OF THE MUNICIPAL MANAGER INTERNAL/EXTERNAL JOB POSTING

POSITION : MANAGER IN THE OFFICE OF MUNICIPAL MANAGER

SECTION : OFFICE OF THE MUNICIPAL MANAGER

REFERENCE NO : MMM1/08/2026

REMUNERATIONS: In accordance with Job Level 1 of Merafong City Local Municipality (R 975 944.82 per annum excluding benefits)

KEY REQUIREMENTS: Grade 12 • A relevant Bachelor's Degree qualifications in Public Administration or equivalent • 8 years or more relevant experience of which 2 years must be at Supervisory level • Extensive experience in the strategic management level. • High level of communication • Computer Literate- MS Office, will be added advantage • Prepare to work overtime and willing to travel extensively. • Valid Code 08 Drivers Licence.

KEY PERFORMANCE AREAS: Managing and coordinate the administrative function of the office of the Municipal Manager • Coordinating the implementation of audit action plans and Financial Recovery Plan • Providing strategic support to the Accounting Officer • Monitor compliance with MFMA and National Treasury requirements • Managing risk, compliance and governance • Assisting the functionaries in the office of the Municipal Manager and the municipality with the implementation of policies and legislations • Following-up on the implementation of Council resolutions as well as MANCO, EXCO and MAYCO resolutions • Designing, implementing, maintaining, and monitoring the organization's reporting processes and systems, and regularly report on their effectiveness • Responsible for the timely delivery, provision, and preparation of the required high-quality reports • Prepare, manage and control the office of the Municipal Manager's operational budget effectively and efficiently • Liaise with different stakeholders. • Manage and lead the staff in the office of the Municipal Manager • Ensure the implementation of projects and compliance with target dates. • Dealing with high level correspondence in the office of the Municipal Manager Researching, development and coordinate intergovernmental relations, intergovernmental relations, international relations, international relations for benchmarking of operational and municipal programme.

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



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DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER INTERNAL/EXTERNAL JOB POSTING

POSITION	: MANAGER SPECIAL PROJECTS
SECTION	: SPECIAL PROJECTS
REFERENCE NO	: MSP2/08/26
REMUNERATION	: In accordance with a Job Level 1 of Merafong City Local Municipality (R 975 944.82 per annum, excluding benefits)

KEY REQUIREMENTS: Grade 12 • A relevant Bachelor's Degree in Project Management, Economics or equivalent • 8 years or more relevant experience of which 2 years must be at Supervisory level preferably in local government environment • Computer Literacy: MS Office. Valid Driver's licence.

KEY PERFORMANCE AREAS: Manage a major programmes comprising of multiple projects of high risk and complexity that impact significantly on the municipality • Make final interpretive decisions on programme implementation issues of a complex nature across the municipality or in external service delivery • Lead and head a programme team and manages staff • Facilitates the successful implementation of multiple projects within respective programmes • Manage and deal with all Project preparation for funding, Monitoring and evaluation of infrastructure projects • Assist the Municipal Manager in management of grant funded and all other projects, • Liaise with stakeholders as and when necessary, • Reporting, Conduct site visits to projects, • Prepare service delivery reports • Coordination of flagship programmes.

COMPETENCIES • Functional/Professional Competencies • Discipline Specific Skills • Financial Management • People Management • Planning and Organising • Monitoring and Control • Organising Awareness • Attention to Detail • Direction Setting • Dispute Resolution • Problem Solving • Negotiation • **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 • Accountability and ethical conduct • **Management/Leadership Competencies** • Impact and Influence • Team Orientation • Coaching and mentoring.



MERA FONG CITY LOCAL MUNICIPALITY

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

DEPARTMENT: CORPORATE AND SHARED SERVICES INTERNAL/EXTERNAL JOB POSTING
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POSITION	: MANAGER HUMAN CAPITAL MANAGEMENT
SECTION	: HUMAN CAPITAL MANAGEMENT
REFERENCE NO	: MHCM3/08/26
REMUNERATION	: In accordance with a Job Level 1 of Merafong City Local Municipality (R 975 944.82 per annum, excluding benefits)

KEY REQUIREMENTS: Grade 12 • A relevant Bachelor's Degree in Human Resource Management or related field (NQF)7 • 8 years considerable experience in Human Resources management • At least 3 years supervisory experience preferably in local government environment • Registration with IMPSA/SABPP will be an added advantage • High level of computer literacy (office Practice) • Sound knowledge and understanding of all applicable legislation including the Municipal Finance Management Act , Amended Municipal Systems Act, Municipal Structure Act, Municipal Finance management Act, etc • Must be able to work irregular hours and overtime when necessary • Valid Driver's Licence.

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

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



MERAFONG CITY LOCAL MUNICIPALITY

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

DEPARTMENT: COMMUNITY SERVICES INTERNAL/EXTERNAL JOB POSTING

POSITION	: MANAGER SRACH
SECTION	: SPORTS RECREATION, ARTS, CULTURE & HERITAGE
REFERENCE NO	: MSRACH4/08/26
REMUNERATION	: In accordance with a Job Level 1 of Merafong City Local Municipality (R 975 944.82 per annum, excluding benefits)

KEY REQUIREMENTS: Grade 12. A relevant Bachelor's Degree in Sports Management, Recreation Management, Public Administration Community Development or related field NQF7 • 8 years or more relevant experience of which 2 years must be at Supervisory level preferably in local government environment • Computer Literacy: MS Office • Valid Driver's licence.

KEY PERFORMANCE AREAS: •Developing and implement the municipality's Sports, Arts, Culture and Heritage Strategy • Managing sports, recreation, arts, cultural programmes and events • Coordinating local tournaments, festivals, heritage celebrations and community development initiatives • Managing municipal sports and recreation facilities and ensure they are properly maintained • Preparing and managing the section's budget and monitor expenditure • Developing policies and ensure compliance with municipal legislation and relevant national policies •Building partnerships with schools, sports federations, community organisations, artist and provincial/national department •Supervising staff, conduct performance management and provide leadership within the section • Preparing reports from management, Council and Council committees • Ensuring community participation and stakeholder engagement in sports and cultural activities.

COMPETENCES: **Core Professional Competencies:** Managing work Planning and Organising **Functional Competencies:** Facility specific skills Workplace Safety **Public Service Orientation Competencies:** Interpersonal relationship Communication service Delivery orientation **Personal Competencies:** Action orientation Resilience Change readiness learning orientation Problem solving – Accountability and ethical conduct- **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 positions:

DEPARTMENT: FINANCE INTERNAL/EXTERNAL JOB POSTING
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POSITION	: CHIEF ACCOUNTANT CREDIT CONTROL AND CLIENT
SECTION	: REVENUE

REFERENCE NO	: CACCC5/08/26
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REMUNERATIONS: In accordance with job Level 4 of Merafong City Local Municipality (R 601 795.70 – R 616 914.14 – R 632 408.34 per annum, excluding benefits)

KEY 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 of which 2 years must be at Supervisory level • Computer Literacy: MS Office • Code B driver's license.

KEY PERFORMANCE AREAS: Coordinating and controlling processes sequences associated with the verification and provision of information related to Revenue (Services, Meter, Readings, Data Processing and Prepaid 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 history through the comparison with 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 males 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-list and escalation fee • Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meeting/ counselling and/or other approved methods designed to improve and motivate personnel • Analysing transactional recordings (reports generated by the Consolidated Billing System), Debtors reports and summarise 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.

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

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

