



MOPANI DISTRICT MUNICIPALITY

MOPANI DISTRICT MUNICIPALITY STRIVES TO MAINTAIN ITS STRATEGIC POSITION AS THE FOOD BASKET OF SOUTHERN AFRICA AND TOURISM DESTINATION OF CHOICE.

APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:

DIRECTORATE: MUNICIPAL MANAGER

POST: CHIEF FINANCIAL OFFICER.

Applications are herewith invited from suitably qualified persons for appointment in terms of the Municipal Systems Act, act no. 32 of 2000 and Local Government Regulations on the Appointment and Conditions of Employment of Senior Managers of 17 January 2014, Government Gazette Number 37245 on a Permanent Performance Based Contract coupled with an annual renewable performance agreement and complete the disclosure of financial interest form. Will also be required to undergo a competency assessment, screening and security vetting. He/she will be stationed at Mopani District Municipality's head office in Giyani.

REMUNERATION: Remuneration: Min R 1,050 411 - Max 1,342,719, per annum. (Package will be paid as per the determination of Upper Limits Circular No 4897. released by the Minister of Corporative Governance and Traditional Affairs dated 30 May 2024).

MINIMUM REQUIREMENTS: Grade 12 Certificate. A Honours degree /Post Graduate Degree or qualification in the fields of Accounting, Finance, Economics registered or Equivalent on the National Qualifications Framework at NQF level 8 with a minimum of 120 credits or Chartered Accountant (SA). A minimum of seven (07) years' experience at middle management level as a financial manager or related role. A proven successful organizational transformation and turnaround of a large/medium corporate/ public sector. Project management skills. A qualification related to the National Treasury Competency Requirements for Senior Officials, e.g. CPMD/MFMP/ELMDP will be an added advantage. Computer literacy in Word, Excel and Windows programs.

CORE AND LEADING COMPETENCIES: "As prescribed in the Annexure A (Local Government: Competency Framework for Senior Managers) to the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers as published in Government Notice No.21 of 17 January 2014".

KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES: Financial Management and prescripts, guidelines and standards, Treasury Regulations and King Report on Corporate Governance; Understanding of relevant policies and legislations; institutional governance systems and performance management; Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

RESPONSIBILITIES: Provide strategic leadership, support and advise to the Municipality regarding financial management functions as prescribed by the Municipal Finance Management Act, Act No.56 of 2003 (MFMA), Treasury Regulations and other financial prescripts; Overall management of the budget; Develop and implement key strategic business plans including supply chain management, Revenue Management, Expenditure Management and Budget and Reporting; Prepare and implement municipal budget; Prepare annual financial statements and other mandatory

financial management reports. Establish and maintain financial policies, practices, and procedures for the Municipality; Perform duties and functions delegated to the Chief Financial Officer in line with the MFMA and as delegated by the Accounting Officer. Prepare and submit required reports to the Municipal Manager and relevant municipal structures; Ensure support to category B Municipalities in the district on corporate related matters; Develop and implement the Departmental Service Delivery and Budget Implementation Plan (SDBIP). Reporting to the Municipal Manager the incumbent will be responsible to lead, direct and manage staff within the Financial Services department so that they are able to meet their departmental and organizational objectives.

A driver's license is essential. Further note that all shortlisted applicants will be subjected to security vetting clearance, and information verification and there will be a need for signing of an employment contract, a performance agreement and disclosure of financial interest.

DIRECTORATE: CORPORATE SERVICES

POST: DEPUTY MANAGER- HUMAN CAPITAL MANAGEMENT

REMUNERATION: R765,841.02- R844,339.64 Per annum (Excluding Benefits).

REQUIREMENTS: Grade 12 Certificate. Degree in Human Resource Management/Public Administration/Public Management/or equivalent qualifications, plus 5 -8 years' relevant experience with at least 3 years in supervisory level, and driver's license.

KNOWLEDGE AND SKILLS: Knowledge of local Government legislations/Acts, Computer Literacy, Report Writing, be able to work under pressure, ability to multi-task and set priorities, Communication Skills, time management skill, innovative skill, Lateral thinking, team player, and be creative.

KEY PERFORMANCE AREAS: Manage the activities of the section to ensure the delivery of Human Resource Services, Manage the development and implementation of Human Resource planning & Strategy, Manage Human Resource Practices and conditions of service. Manage Occupational Health and safety and Employee health & wellness services. Management of Employment Equity in the workplace. Manage and plan utilization of resources, Develop and monitor systems procedures, policies and process to ensure correct working operations and practices. Manage and ensure effective maintenance of Human Resource Records.

DIRECTORATE: BUDGET AND TREASURY

POST: DEPUTY MANAGER: EXPENDITURE MANAGEMENT (PL 3)

REMUNERATION: R765,841.02- R844,339.64 Per annum (Excluding Benefits).

REQUIREMENTS: Grade 12 Certificate. BCom degree in Accounting/Financial management or Equivalent Qualification. 5-8 years 'relevant experience with at least 3 years in supervisory position and Preparedness to be subjected to security clearance.

KNOWLEDGE AND SKILLS: Knowledge of finance, accounting, budgeting. Cost control principles including Generally Accepted Accounting Principles. Knowledge of financial and accounting software applications. Ability to analyze financial data and prepare financial reports, statements and projections. Numerical skills. Computer Literacy. Flexibility. Proactive. Strong leadership skills. People management skills. Analytical. Ability to work under pressure. Negotiation. Communication skills. Honesty and reliability.

KEY RESPONSIBILITIES: Manage Municipal expenditure, Manage Payroll Services, Manage the capturing of expenditure Accounting information to ensure the accuracy of information captured, manage the Administration of VAT payment, and to manage grants and subsidies received.

POST : SENIOR ADMINISTRATOR-REVENUE- 3 POSTS (PL. 7).

REMUNERATION: R444 348,99 – 490 342,71 per annum (excluding benefits).

REQUIREMENTS: Grade 12 certificate, National Diploma in Financial Management/. Accounting or related NQF level 6 qualification. Knowledge of accounting principles. Minimum of 0-2 years relevant experience with knowledge of local government and Municipal Financial Systems, budget processes and policies. Computer Literacy and a valid driver's license.

KEY PERFORMANCE AREAS: Attend to customer statements and queries, Cash Receipting, Capturing of Journals, Billings, and Provide Administrative Support

DIRECTORATE: COMMUNITY SERVICES

POST : EMERGENCY COMMUNICATION OPERATOR (Re-advert) (PL.8)

REMUNERATION: R392 460,44. - R433 412,92 per annum (Excluding benefits).

REQUIREMENTS: Grade 12 certificate; Computer literacy and typing skills 0-2 years' experience in, and knowledge of, emergency services, emergency communication and/ or disaster management; GIS / Geography knowledge and experience preferable; Knowledge of RIMS (Road Incident Management System) essential, with preference for completion of RIMS one-day or formal training certificate and / or hazmat awareness certificate; Ability to work under pressure; Knowledge of radio communication protocols and procedures; Good communication skills; Prior experience with the use of emergency communication software an added benefit; C1 driver's license

KEY PERFORMANCE AREAS: Taking of emergency and nonemergency calls and determining the nature of the emergency within required time limits; Activation of appropriate services and resources to the incident address; Monitoring the progress of services activated, as needed, and providing the necessary support as required; Capturing and updating of incidents in an electronic format in real-time; Daily testing of equipment, including of the radio network; Updating of incident status and reporting back, where necessary; Monitoring and dissemination of early warnings.

POST: DIVISIONAL OFFICER (PL.6) (HOEDSPRUIT)

REMUNERATION: R502 907,82 – R555 300.47 Per annum (excluding benefits)

MINIMUM REQUIREMENTS: Grade 12 Certificate. National Diploma in fire technology or fire engineering, plus six (6) years' experience. A code EC1 driver's License with PDP.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Good communication skills, Teamwork, Good verbal and written skills, Computer Literacy (Ms word/Excel/PowerPoint) Applicants must be medical and fitness compliant according to the relevant NFPA standards, No fear of heights and confined spaces ability to work under pressure knowledge of fire service act and regulations and disaster Management act.

KEY PERFORMANCE AREAS: Provide specialized fire and Emergency Services, Manage and impact reduction of hazardous material incidents, Manage the Administrative function of the fire station, Provide Staff Supervision, Conduct Inspection, Investigation and Interviews

Enquiries: Ms Malungane Refiloe / Mr Modiba Modibe Tel. 015-811 6300.

WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Applications must be completed on the signed Mopani District Municipality's **employment prescribed application form** for Senior Managers and other posts that can be accessed on the municipal website on :www.mopani.gov.za together with your comprehensive CV and recently certified copies (for not longer than three (03) months) of your qualifications and the identity document to:

The Municipal Manager, Mopani District Municipality, Private Bag X9687, GIYANI, 0826.

Z83 application forms, e-mails, and fax applications will not be accepted.

CLOSING DATE: 02 APRIL 2026

PLEASE NOTE: Mopani District Municipality is an affirmative action employer and committed to the implementation of the Employment Equity Plan, people from designated groups are therefore

encouraged to apply. Fraudulent qualifications or documentation will be disqualified. MDM reserves the right not to fill this post, should there be no suitable candidates. Late submissions will be disqualified. Submission without certified copies of qualifications will not be considered.

Mr Mogano T.J

Municipal Manager