

**MOPANI DISTRICT MUNICIPALITY**

**MOPANI DISTRICT MUNICIPALITY STRIVES TO MAINTAIN ITS STRATEGIC POSITION  
AS THE FOOD BASKET OF SOUTH AFRICA AND TOURIST DESTINATION OF CHOICE  
IN SOUTH AFRICA.**

**APPLICATIONS ARE INVITED TO APPLY VACANT POSITIONS OF MOPANI DISTRICT  
MUNICIPALITY WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS  
FOR THE FOLLOWING POSITIONS:**

**EXTERNAL ADVERT**

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**POST: DEPUTY MANAGER: ORGANISATIONAL PERFORMANCE (PL.3)**

**REMUNERATION: R765 841.02 – R844,133.00 Per annum (Excluding Benefits).**

**REQUIREMENTS:** Grade 12. Bachelors Degree in Public Administration/Public Management/Human Resource Management or relevant qualifications, plus 3- 5 years' relevant experience 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 Strategic Organizational Performance of the Municipality, Manage the PMS system framework, Manage Performance monitoring and review against the SDBIP, Manage Performance reporting and stakeholder relations, Develop and Manage an annual budget for the division, prepare and submit budget adjustment, implement staff development and training to achieve overall objectives and Manage performance reporting and stakeholder relation. Provide support in the IDP processes and public participation. Identify with the key deliverables and immediate goals detailed in the Councils Integrated Development Plan in respect of performance management,

**POST: SENIOR COMMUNICATION OFFICER (PL.4)**

**REMUNERATION: R644 302.14 – R711 121.14. Per annum (Excluding Benefits).**

**REQUIREMENTS:** Grade 12. National Diploma in Media Studies/Public Relations or relevant qualification plus 3-4 years' relevant experience 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:** Compile Speeches and documents in relation with the relevant event, Provide inputs the development of internal and external communication strategies. Monitor and report on client enquiries, Provide a service and enhance communication. Coordinate media liaison, Represent the municipality in the media and articulate the Municipality's position on all relevant issues. Coordinate Effective Efficient publication. Coordinate the Branding and Provide staff supervision and administrative duties.

**DIRECTORATE: BUDGET AND TREASURY.**

**POST: SENIOR ADMINISTRATOR – PAYROLL(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 1 year relevant experience with knowledge of local government and Municipal Financial Systems, Knowledge of payroll principles ,Processes and procedures, Computer Literacy and a valid driver's license. .

**KEY PERFORMANCE AREAS:** Administer Payroll/Salary Filling requisitions and records in respect of all payments. Preparing purchases order for direct purchases. Checking store records security as safety. Reconciling creditors' information on database with creditors' statement. Perform any other duties as instructed by the supervisor.

**DIRECTORATE: COMMUNITY SERVICES**

**POST : SECRETARY – COMMUNITY SERVICES (PL. 8).**

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

**REQUIREMENTS:** Grade 12 Certificate, Computer Literacy and National Diploma in Office Management. 1-2 years' experience and a valid driver's license. Preparedness to be subjected to security clearance.

**KEY PERFORMANCE AREAS:** Manage the Senior Manager's Diary. Make travelling arrangements. Typing, filing and records keeping. Consolidating monthly reports for the Directorate. Events Coordination and assist with logistical arrangements. Give feedback to organizers. Promote image of the District Municipality as first point of contact and as required by the Batho Pele Principles. Perform secretarial duties diligently. Managing all in-coming and outgoing phone calls and emails.

**POST: JUNIOR FIRE FIGHTERS (PL.11) (4POSTS)**

**REMUNERATION: R245 445,33 – R272 783,28Per annum (excluding benefits)**

**MINIMUM REQUIREMENTS: Grade 12 Certificate. BAA Fire Fighter 1 Certificate, plus code C1 driver's Licence.**

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Good communication skills, Teamwork, Good verbal and written skills, Computer Literacy, must be medical and fitness compliant according to the relevant NFPA standards, ability to work under pressure knowledge of fire service act and regulations and disaster Management act.

**KEY PERFORMANCE AREAS:** Rendering of fire and emergency services as well as rescue operations, to perform control room duties, Daily Maintenance, & cleaning of fire stations buildings, vehicle and equipment's. Partake regularly internal and external training. Perform admin duties when prescribed to do so. Perform any other duty that may be delegated to you.

**DIRECTORATE: WATER & SANITATION SERVICES**

**POST: 18 x GENERAL WORKERS (PL 14).**

**REMUNERATION:** R173,311.20 – R194.485.03 plus,(Excluding Benefits).

**REQUIREMENTS:** Grade 10/ ABET, and be prepared to be subjected to clearance security.

**KEY RESPONSIBILITIES:** washing curtains, windows and tablecloths. Cleaning of offices ,sweeping ,dusting ,polishing ,buffing floors of offices .toilets and furnisher .emptying dustbins in offices .offloading groceries from the car to the respective

offices .cleaning the events venues .arrange and removing chairs and tables during events .ensuring there are glasses and sufficient water for the event offload rubbish bins from offices to outside premises .Assist with tea making and washing of dishes for visitors and clients and during management meetings .Assist bin moving furnishers and equipment .reporting breakages identified .Perform any other duties as may be delegated by superiors .

**POST: 2X CLEANERS (PL 14).**

**REMUNERATION:** R155 601.45 – R174 611.64 plus,(Excluding Benefits).

**REQUIREMENTS:** Grade 10/ ABET and be prepared to be subjected to clearance security.

**KEY RESPONSIBILITIES:** Empty and wash out bins in all offices, Tidy and Dust offices, Vacuum Carpets, mopping floors, replacing items, Check and report defective items to the immediate superior for attention and check on cleaning materials and report to supervisor.

**WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY AS THE APPOINTMENT WILL BE MADE ACCORDING TO THE COUNCIL'S EMPLOYMENT PLAN BY ENSURING REPRESENTATION OF DESIGNATED GROUP IN THE MUNICIPALITY.**

**PLEASE NOTE:** Fraudulent qualifications or documentations will immediately disqualify any application. **MDM** reserves the right not to fill this post, should there be no suitable candidate identified. Late submissions will be disqualified. Should you not receive any response within three (3) months after the closing date, regard your application as unsuccessful. Submission without certified copies of qualifications will not be considered.

**Enquiries: Mr Lebadika P. @ 015-811 6300.**

**: Ms Malungane R.S @ 015-811 6300**

**Please forward your application through the relevant prescribed form accessible from Mopani Website - [www.mopani.gov.za](http://www.mopani.gov.za) (NOTE: Fax applications and Z.83 form not allowed) together with your comprehensive CV and recent certified copies of your qualifications and the identity document to:**

The Municipal Manager,  
Mopani District Municipality,  
Private Bag x9687,

**GIYANI**

0826

**HAND DELIVERY TO:**

Government Buildings, Former Premier's Office,  
Mopani District Municipality,  
Ground Floor, Registry Office No. 13,

**GIYANI**

0826

**CLOSING DATE: 05 DECEMBER 2025.**

**MR MOGANO T.J.  
MUNICIPAL MANAGER**