



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 TEMPORARY POSITIONS:**

### 1. DIRECTORATE: OFFICE OF THE EXECUTIVE MAYOR

**POST: SECRETARY – OFFICE OF THE EXECUTIVE MAYOR  
(CONTRACT) (PL. 8).**

**The contract is in line with Municipal Staff Regulations on the  
appointment of the Political Office Bearers and not the term of the  
council**

**REMUNERATION:** R334 304.55 (Min), R351 251,02 (Mid), and R369  
188,58 (Max) per annum (Excluding benefits).

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

**KEY PERFORMANCE AREAS:** To manage Executive Mayor, 's Diary.  
Make traveling arrangements. Typing, filing, and record keeping.  
Consolidating monthly reports for the Directorate. Events Coordination  
and assist with logistical arrangements. Give feedback to organizers.  
Promote the image of the District Municipality as the first point of contact  
and as required by the Batho Pele Principles. Perform reception duties  
diligently. Managing all incoming and outgoing phone calls and emails.

### 2. OFFICE OF THE MUNICIPAL MANAGER

**POST: LEGAL ADVISOR (PL. 4)**

**REMUNERATION: R 578 464.33 – R 638 455.45 (Excluding Benefits)**

**MINIMUM REQUIREMENTS:** Grade 12 with LLB Degree or equivalent. A  
post-graduate qualification will be an added advantage. Admission as an  
attorney or Advocate. Valid driver's license. Computer literacy. 2-3 years'  
experience in the field of Legal Services. Knowledge and experience in the  
local government sector or public service will be an added advantage.  
Ability to work under pressure. Work long hours and after normal working  
hours as and when necessary. Prepared to be subjected to security  
clearance.

**KEY PERFORMANCE AREAS:** Litigations. Review of Policies, Bylaws'  
and Legislations. Legal advisory support services. Drafting and review of  
contracts. Research on relevant legal literature. Ensure compliance with  
prescripts. Management of Contract Register.

### 3. WATER & SANITATIONS SERVICES

**POST: CONTROL TECHNICIANS (GIYANI SATELLITE MANAGERS)  
(PL. 4)**

**REMUNERATION: R 578 464.33 – R 638 455.45 (Excluding Benefits)**

**REQUIREMENTS:** Grade 12 certificate. An appropriate three-year career-  
related tertiary qualification, National Diploma, or National Diploma in  
Water Care Mechanical Engineering or Chemical Engineering. At least 3-4  
years of work experience in a water and waste treatment environment, of  
which at least 2 years should be at the managerial level. Professional

registration with SACNASP/ECSA. A valid driver's license and computer  
literacy. Preparedness to be subjected to security clearance.

**KEY RESPONSIBILITIES:** Manage the operation of the Water care  
and Wastewater Treatment Plants as well as associated Water and  
Water Waste Infrastructures such as boreholes, booster pumps,  
reservoirs, bulk water pipelines, water reticulations networks; etc, to  
ensure continuous water and wastewater supply with acceptable  
quality.

**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. (Deputy Manager - HR.)  
@ 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: 12 JULY 2024.**

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