



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: OFFICE OF THE EXECUTIVE MAYOR.

POST: SPECIAL PROGRAMME (YOUTH OFFICER DESK) (PL. 6).

REMUNERATION: R428 385,35 – R473 014,49 per annum (excluding benefits).

MINIMUM REQUIREMENTS: Grade 12 Certificate. National Diploma in Public Administration or equivalent qualifications and Driver's license. 2 years' relevant experience.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Good communication skills and ability to work under pressure.

KEY PERFORMANCE AREAS: Coordinate youth programmes in the District. Liaise with training providers, businesses, and other constituencies on youth development. Coordinate participation of youth in sports and creation of development policies. Ensure the promotion of sports, culture, and heritage amongst youth. Coordinate Local Economic Development and Planning. Ensure the establishment of youth chambers with business structures. Ensure participation of youth in NEDLEC and other structures dealing with entrepreneurial development.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

POST: RISK PRACTITIONER (PL. 5).

REMUNERATION: R484 840.69 – 535 482.00 per annum (excluding benefits).

MINIMUM REQUIREMENTS: Grade 12 Certificate. A recognized National diploma/B-com Accounting /Degree in risk management or equivalent qualifications.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Good communication and writing skills. Proactiveness, Analytic and Negotiation skill. Knowledge of relevant legislations, Computer Literacy, Safety regulation, policies and procedures of the organization. Numeracy. Detailed knowledge of the general tools and techniques of risk management. 2 years' relevant experience.

KEY PERFORMANCE AREAS: Coordinate and implement risk and Security management Programmes. Implement Risk and Security Policies, Guidelines, and Processes. Monitor compliance with policies and procedures within the institution. Conduct training on risk and security management. Identify and discuss organizational risks. Provide security administration. Provide administrative functions.

DIRECTORATE: CORPORATE AND SHARED SERVICES.

POST: DEPUTY MANAGER – COUNCIL SUPPORT. (Re-Advert) (PL. 3)

REMUNERATION: R621 884.29 (Min), R652 978.37 (Mid), and R685 627.28 per annum (Excluding benefits).

MINIMUM REQUIREMENTS: Grade 12 Certificate. National Diploma / Bachelor's Degree in Public Administration majoring in Political Sciences. 4-5 years of experience in managing administrative support and or coordinating governance structures in the municipality, at least 2 years must be at supervisory level. Sound knowledge of legislations governing municipalities, i.e. MFMA, Municipal Structures Act and Municipal Systems Act. Ability to work under stress and long hours (Specialized skills). Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS: Provide Secretariat Support to Council. Manage records and administration. Manage and supervise subordinates' daily activities. Draw and submit reports to the Senior Manager: Corporate and Shared Services. Provide strategic management to administration of the legislative arm of council, manage council oversight support and the implementation of programmes and plans consistent with policy, legislation and the constitution, manage councillor support, councillor welfare activities and capacity building, manage and provide secretariat services to council structures, provide advisory services and administrative support to the office of the speaker, council and speaker.

POST: PRACTITIONER HR- RECRUITMENT AND SELECTION (PL. 5).

REMUNERATION: R484 840.69 – R535 482.00 per annum (excluding benefits).

MINIMUM REQUIREMENTS: Grade 12 Certificate. A recognized three year diploma/Degree in Human Resource Management or equivalent qualifications, Driver's License. Code (8) Driver's License and 2 years relevant experience.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Maintain good work ethics, confidentiality, working under pressure, Good communication and report writing skills, problem solving and facilitation skill.

KEY PERFORMANCE AREAS: Facilitate recruitment and selection services. Administer employment equity. Administer employment surveys for economic statistics. Provide staff supervision

DIRECTORATE: WATER AND SANITATIONS

POST: Manager Water Services

REMUNERATION: R787 309.42 per annum (excluding benefits).

MINIMUM REQUIREMENTS: B. Degree in Mechanical/Civil Engineering, Professional registration with ECSA, the profession



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of GCC and SAICE will be added advantage; Minimum five (07) years' experience Mechanical/Civil Engineering of which five (5) Should be at management level; valid driver's license.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Confidentiality, Good communication skills, Team work, Good verbal and written skills, Leadership, conflict resolution skill, good work ethic, Time management, Knowledge of office management procedures and Good interpersonal relationship, report writing and People management

KEY PERFORMANCE AREAS: Overall, the position will be responsible to lead, direct and co-ordinate all Services in the Water and Sanitations Operations and Maintenance division to ensure functions and activities are aligned with the achievement of key service delivery objectives; Manage activities and procedures associated with monitoring personnel and performance. Manage the implementation of financial controls and or procedures to support financial planning; Provide proper support on internal and external audit processes; Supports the Senior Manager Water and Sanitation Services in rendering daily water operations functions.

POST: Deputy Manager: Water Quality. PL.3

REMUNERATION: R652 356.54 - R719 223.02 per annum (excluding benefits).

MINIMUM REQUIREMENTS: B. Tech /Degree in Water Care / Chemical Engineering; Professional registration with SACNASP be an added advantage; Minimum five (05 years' experience in water and wastewater operations and maintenance or experience in Water Quality including BLUE and GREEN Drop System, Valid Driver's License.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Must have knowledge and understanding of the relevant legislation applicable to Local Government; Good interpersonal skills, independent; must be a strategic and analytical thinker, a good communicator. Must be team worker and be willing to work under severe pressure to meet deadlines.

KEY PERFORMANCE AREAS: Managing and monitoring the IRIS and Data capturing for Blue and Green Drop System. Monitoring of Water and Wastewater quality for the entire District. Ensure regular Assessment of Chemicals used for treatment of Water and Wastewater in the treatment works. Ensure compliance with SANAS and SANS 241: as amended on time to time. Ensure effective control over the operating staff & associated equipment to ensure that daily potable water demands & quality are complied with.

DIRECTORATE: WATER SERVICES

POST: SENIOR TECHNICIAN: ELECTROMECHANICAL

REMUNERATION: R548 827.64– R605 745.21per annum (excluding benefits)

MINIMUM REQUIREMENTS: Grade 12, B – Tech in Electrical Engineering/ Instrumentation, Wireman's Licence, accredited Certification; Registration with Electrical Board of SA and ,SACNASP plus 3-4 years' relevant experience.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Interpret the drawings; Rewire the panels; Connect electrical meters; Rewire a star/delta panel; Interpret SANS 0142; Local government legislation; Computer Literate and report writing, People management.

KEY PERFORMANCE AREAS: Monitor electromechanical compliance; Monitor quality of distribution system; Incident management; administrative functions; repairs and maintenance of electrical

POST: TECHNICIANS: WATER SERVICES (PL.5) 4 POSTS

REMUNERATION: R484 840.69 – R535 482.00 per annum (excluding benefits).

MINIMUM REQUIREMENTS: Grade 12, National Diploma in Civil Engineering / National Diploma in Mechanical Engineering, National Diploma in Water care/ Analytical Chemistry (Driver's license, Minimum of 2-3 years' relevant experience will be an added advantage.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Must be computer literate and have good reporting skills, management of projects/programmes, and must have extensive knowledge of operation and maintenance, quality as well as regulations governing the laboratory requirements.

KEY PERFORMANCE AREAS: Supervise the implementation of operation and maintenance projects/programmes, ensure compliance with relevant legislations, conduct site visits/inspections, provide technical support to the directorate, verification work done, and confirm value for money and compilation of progress reports

POST: 14 X PLANT / SCHEME SUPERINTENDENT: WATER AND SANITATION OPERATIONS (PL 9) (RE-ADVERT)

REMUNERATION: R256 871.97 – R295 920.82 per annum (Excluding benefits)

REQUIREMENTS: Grade 12 Certificate, NTC 3 / Chemical Engineering plus 2 to 3 years' experience in the related field Class V classification

SKILLS, KNOWLEDGE AND ATTRIBUTES: Must be able to Interpret the Sample results, Interpret Operations and Maintenance Manual, OHS Act, Legislations related to water and sanitation services environment, Local Government legislations, Computer Literate, Report Writing, understanding blue drop and green drop concepts



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RESPONSIBILITIES: Plant Operations and Maintenance Management, Incident management, Preventative Maintenance, Underground Water Management.

POST: ARTISAN FOREMAN: MECHANICAL (PL.8)

REMUNERATION: R334 304.55 – R369 188.58 per annum (excluding benefits).

MINIMUM REQUIREMENTS: Grade 12, National Technical Certificate (NTC III) Trade Certificate in Fitting/ Turning / Diesel Mechanic; 1 to 2 years' experience in the mechanical field.

SKILLS, KNOWLEDGE, AND ATTRIBUTES: Knowledge of OHSACT; Good communication skills; ability to follow instructions; work well under pressure; emergency driven and ability to work well in teams; Ability to work under pressure and extended hours.

KEY PERFORMANCE AREAS: Maintenance of water and wastewater mechanical infrastructure by ensuring that all mechanical-related periodic checks are performed on all pumps /water pipe-related works. Conduct daily inspections on mechanical infrastructure; Record all matters relating to / pipe work infrastructure and manage records for current and future corrective and preventative maintenance plan developments; Supervise the workmanship of subordinates and provide job training where necessary.

POST: Artisan: Mechanical (PL.10)

REMUNERATION: R237 454.24 – R269 458.51 per annum (excluding benefits).

MINIMUM REQUIREMENTS: Grade 12, National Technical Certificate (NTC) II. Trade Certificate in Mechanical / Welder / Fitter/Turner. Minimum of 1-2 years' experience in Mechanical field. Registration with professional body will be an added advantage.

SKILLS, KNOWLEDGE, AND ATTRIBUTES: Knowledge of OHSACT; Good communication skills; ability to follow instructions; work well under pressure; emergency driven and ability to work well in teams; Ability to work under pressure and extended hours.

KEY PERFORMANCE AREAS: Maintenance of water and wastewater mechanical infrastructure by ensuring that all mechanical related periodic checks are performed on all welding /water pipe related works. Conduct daily inspections on mechanical infrastructure; Record all matters relating to plumbing/ pipe work infrastructure and manage records for current and future corrective and preventative maintenance plan developments; Supervise the workmanship of subordinates and provide on job training where necessary.

POST: 3X ARTISAN: PLUMBER (PL. 10)

REMUNERATION: R237 454.24 – R269 458.51 per annum (excluding benefits).

MINIMUM REQUIREMENTS: Grade 12 Certificate, N2, Trade Certificate in Plumbing or equivalent; 1 to 3 years' experience in plumbing works.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Knowledge of OHSACT; Good communication skills; ability to follow instructions; Work well under pressure; emergency driven and ability to work well in teams; Ability to work under pressure and extended hours.

KEY PERFORMANCE AREAS: Maintenance of water and wastewater infrastructure by ensuring that all plumbing on water and wastewater pipelines, fittings, and related works are executed. Record all matters relating to plumbing/ pipe work infrastructure and manage records for current and future corrective and preventative maintenance plan developments; Supervise the workmanship of subordinates and provide job training where necessary.

POST: SUPER SUCKER/JET OPERATOR (PL.12)

REMUNERATION: R185 882.71 – R209 072.47 per annum (excluding benefits).

MINIMUM REQUIREMENTS: Grade 10 or ABET, Driver's licence (Code 14) with PDP, 1-2 years' experience.

SKILLS, KNOWLEDGE, AND ATTRIBUTES: Must be able to operate a sewer jet machine, must be able to follow instructions. Map reading skills, Communication skills, be able to read and write.

KEY PERFORMANCE AREAS: sewer Driving the sewer jet truck to various destinations as and when required, operate the jet machine to such effluent from pipeline or drainage. Discharging of effluent at designated points.

POST: LOWBED DRIVER / OPERATOR (PL.12)

REMUNERATION: R185 882.71 – R209 072.47 per annum (excluding benefits).

MINIMUM REQUIREMENTS: Grade 10 or ABET, Driver's licence (Code 14) with PDP, 2 to 5 years' experience.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Must be able to follow instructions. Map reading skills, Communication skills, be able to read and write.

KEY PERFORMANCE AREAS: Drive the water services heavy duty vehicles including trucks to respective areas as instructed by the supervisor.

35 x GENERAL WORKSMAN (PL 14).

REMUNERATION: R147 629.46 - R165 665.69 Excluding Benefits.

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



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KEY RESPONSIBILITIES: 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 furnisher and equipment .reporting breakages identified .Perform any other duties as may be delegated by superiors .

DIRECTORATE: TECHNICAL SERVICES:

POST: Deputy Manager: Infrastructure Planning and Design (PMU) (PL.3)

REMUNERATION: R 621 884.29 (Min), R652 978.37 (Mid), and R685 627.28 per annum (Excluding benefits).

REQUIREMENTS: Grade 12 Certificate. B-Tech in Civil Engineering. Minimum of 5 years' relevant experience in Built Environment/Engineering of at least 2 years must be at supervisory level. Knowledge of Local Government environment and registration with ECSA will be an added advantage. Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS: Ensure compliance with set norms and standards for sector Departments which addresses infrastructure development. Coordinate alignment between regional/provincial sector plans and the municipality IDP and sector development plans. Coordinate the development of feasibility studies, technical reports and approval by sector department. Support development of projects designs and ensure alignment with approved feasibility studies. Maintain project performance data on national databases. Keep all planning records and designs. Coordinate review of as built drawings with plans. Liaise with GIS office to feed the system with new developments. Unbundling and maintaining of the infrastructure asset register. Support development of infrastructure master plans. Developing of projects performance reports and reporting to sector departments. Support municipality in providing the necessary institutional capacity to develop means to fund the capital and operating budgets for service delivery (Development of business plans). Managing reporting on MIG MIS and other municipal reporting systems.

POST: Deputy Manager: Implementation (PMU) (PL. 3)

REMUNERATION: R 621 884.29 (Min), R652 978.37 (Mid), and R 685 627.28 per annum (Excluding benefits).

REQUIREMENTS: Grade 12 Certificate. B-Tech in Engineering/Project Management. Minimum of 5 years' relevant experience in Built Environment/Engineering project management of at least 2 years must be at supervisory level. Knowledge of Local Government environment and registration with ECSA will be an added advantage. Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS: Monitoring the contractor's progress and performance to ensure goods and services conform to the contract requirements. Evaluate and recommend remedies, as appropriate, where a contractor's performance is deficient. Resolving disputes in a timely manner. Documenting significant events and reporting. Maintaining appropriate records. Determining the sequence of activities, dependencies, required or desired outcomes, and acceptable performance levels, include milestones with accompanying timeframes, and monitoring and reporting requirements. Consolidating of projects performance reports and reporting. Managing reporting on MIG MIS and other municipal reporting systems.

DIRECTORATE: BUDGET AND TREASURY

POST: Deputy manager: Financial reporting (PL. 3)

REMUNERATION: R621 884.29, R652 978.37, R685627.28, per annum (Excluding benefits).

REQUIREMENTS: Grade 12 certificate, B Degree in Accounting/ Financial Management / Commerce or an equivalent NQF level 7.A minimum of 3-5 years' experience in Preparation of Financial Statement and case ware mapping. Knowledge of finance, Excellent knowledge of Public Sector Accounting & Auditing Standards. Working knowledge of Case Ware and Case View software. Knowledge of finance, accounting, budgeting Cost control principles including Generally Accepted Accounting Principles. Knowledge of financial and accounting software applications. Ability to analyse financial data and prepare financial reports, statements and projections. Numerical skills. Stakeholder relationship management. Governance & Risk Control. Computer Literacy and Generally Acceptance Accounting Principles (GRAP), Local Governance and Municipal Finance Management Program (MFMP). Good interpersonal relations and communication skills, the ability to work under pressure and outside working hours. Exceptional Excel and Word skills, A Code EB drivers licence is essential

KEY PERFORMANCE AREAS: Under the direction of the CFO, manages the preparation of the audited financial statements by preparing the year-end working papers and financial statements Manages the preparation of the annual operating & capital budgets, reviews budget submissions to ensure consistency and accuracy, provide assistance with budget development to departments as necessary. Assists in preparation of the Five Year Financial Plan and annual tax rate bylaw. Ensures accounting information is complete, accurate and timely and analyses departmental financial information and reporting to identify accounting errors and omissions Manage resources. (Human, Physical, and Financial Resources. Other related duties as may be assigned from time to time.



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POST : ACCOUNTANT – Revenue (PL. 5).

**REMUNERATION: R484 840.69 - R535 482.00 per annum
(excluding benefits).**

REQUIREMENTS: Grade 12 certificate, BCom Degree/ National Diploma in Accounting / Financial Management qualification or related qualification. Knowledge of accounting principles. 2-3 years' experience with knowledge of local government and Municipal Financial Systems, Knowledge of finance, accounting, budgeting, and Cost control principles including Generally Accepted Accounting Principles. Knowledge of financial and accounting software applications. Ability to analyse financial data and prepare financial reports, statements, and projections. Numerical skills, Stakeholder relationship management, Governance & Risk Control, Computer Literacy and policies. valid driver's license. Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS: Preparation and distribution of the statement of accounts, provide assistance in the development and implementation of the credit and debt collection policy, Process revenue transaction in the municipal system, and reconciliation of Accounts, Ensure the municipality is up to date on changes in legislation, trends and development in payroll. Serve on the bids committees.

POST : ACCOUNTANT – Logistics (PL. 5).

**REMUNERATION: R484 840.69 - R535 482.00 per annum
(excluding benefits).**

REQUIREMENTS: Grade 12 certificate, National Diploma in Supply Chain Management / Logistics /Accounting or relevant qualification. Knowledge of accounting principles. 2-3 years' relevant experience with knowledge of local government and Municipal Financial Systems, Financial and performance reporting, Legislation and policies implementation. National treasury regulations, project management, risk and change management, stakeholder relations and audit and assurance Computer Literacy and a valid driver's license. Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS: Facilitate the implementation of logistics systems and procedures and process. Manage inventory level/stock requisitions, Manage Stores, administer logistical /disposal system and reporting and provide staff supervision

POST : ACCOUNTANT –Assets (PL. 5).

**REMUNERATION: R484 840.69 - R535 482.00 per annum
(excluding benefits).**

REQUIREMENTS: Grade 12 certificate, B Degree/National Diploma in Accounting/ Financial Management / Commerce.2-3 years' experience with knowledge of local government and Municipal Financial Systems, 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 budget processes and policies. Computer Literacy and a valid driver's license. Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS: To ensure that asset and inventory are adequately accounted for, properly recorded and safeguarded. Inspect the condition and usage of the assets Keep record of stolen or lost asset. Facilitate the verification of Infrastructure , Capture new acquisitions of movables and infrastructure assets Reconcile the value of the work and invoices to the general ledger(GL)

POST: 2X SENIOR ADMINISTRATOR – Revenue (PL. 7).

**REMUNERATION: R378 504.10 – 417 682.35per annum
(excluding benefits).**

REQUIREMENTS: Grade 12 Certificate. Diploma/Bachelor of commerce, Certificate in Finance Accounting. 1-2-year experience. Be prepared to be subjected to security clearance

KEY PERFORMANCE AREAS: Capturing receipts. Filling requisitions and records in respect of all payments and receipts. Review and submission of supporting information to the municipality, print statements, assist with daily issues and receipts Reconciling creditors' information on data base with debtors' statement. Perform any other duties as instructed by the 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 THE DESIGNATED GROUP IN THE MUNICIPALITY.

PLEASE NOTE: Fraudulent qualifications or documentation will immediately disqualify any application. MDM reserves the right not to fill this positions, 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. Submissions without certified copies of qualifications will not be considered.

Enquire : Ms Ngobeni S.N (SNR MANAGER CORPORATE SERVICES @ 015 811 6300)

Please forward your application through the relevant prescribed form accessible from Mopani Website - www.mopani.gov.za (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: 11 JULY 2023.

MR MOGANO T.J
MUNICIPAL MANAGER