



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: COMMUNITY SERVICES

#### POST: COORDINATOR – DISASTER RISK REDUCTION (PL.5)

**REMUNERATION:** R542 028.36 – R598 642.88. Per annum  
(Excluding Benefits).

**REQUIREMENTS:** Grade 12. National Diploma in Disaster Management/relevant qualification plus 2-3 years' relevant experience.

**Knowledge and Skills:** Knowledge in Disaster Management, Computer Literacy, Report Writing, Physical Fitness, be able to work under pressure, be able to work long hours, be able to travel extensively, Communication Skills, People Management Skills, Honesty and Reliability.

**KEY PERFORMANCE AREAS:** Disaster Risk Reduction, Monitoring of disaster management plans for organs of state within the district. Coordination of task teams on risk reduction projects. Perform Administrative functions, Record Management, update registers and statistics, perform any other functions as may be delegated by the supervisor.

#### POST: X2 STATION OFFICER: PREVENTION (PL.7)

**REMUNERATION:** R423 149.21 – R466 948.58 Per annum  
(excluding benefits)

**MINIMUM REQUIREMENTS:** Grade 12 Certificate, Higher certificate in fire technology and Advanced fire Prevention, or equivalent SAQA accredited qualification in fire technology, plus 3-4 years relevant experience of which 2 years must be in a leading firefighter Position. A code C1 driver's Licence with PDP.

**SKILLS, KNOWLEDGE, AND ATTRIBUTES:** Good communication skills, Teamwork, Good verbal and written skills, Computer Literacy (MS Word/Excel/PowerPoint. Applicant) must be medical and fitness compliant according to the relevant NFPA standards. Excellent Planning and organizing skills knowledge of methods /practices and techniques of modern firefighting, fire prevention, ability to work under pressure knowledge of the Fire Service Act and regulations, and Disaster Management Act.

**KEY PERFORMANCE AREAS:** Conduct Inspection of Fire Safety Equipment and Installation, arrange meetings, Conduct site meetings and inspection. Administer Fire Prevention, Assist the Divisional Officer in preparing Monthly, Quarterly, and annual reports. Manage all shifts to ensure effective operational Services. Manage and draw up shift duty rosters. Coordinate proper completion of incident, Occurrence, and vehicle logbooks. Ensure that buildings vehicles and equipment Maintenance is done daily by shift duty. Maintain discipline on the shifts. . Perform internal training and ensure the physical fitness of operational personnel. Perform standby duties when required.

### DIRECTORATE: CORPORATE & SHARED SERVICES

#### POST: PRACTITIONER HR (PL.5)

**REMUNERATION:** R542 028.36 – R598 642.88. Per annum  
(Excluding Benefits).

**REQUIREMENTS:** Grade 12 Certificate. A recognized National Diploma/Degree in Human Resource Management or Relevant qualification, 2-3 years relevant experience and Driver's License.

**Knowledge and Skills:** Computer literate. Understanding of policy analysis and development process. Knowledge of HRM practices. Understanding of HRM prescripts in the Municipality. Planning and organising and knowledge of Batho- Pele Principles and SAQA standards. Skills: Maintain good work ethics. Confidentiality. Working Under Pressure. Problem-solving. Report Writing. Analytical. Interviewing skills. Negotiation skills. Oral/written Communication. And Facilitation.

**KEY PERFORMANCE AREAS:** Facilitate recruitment and selection services. Administer Employment Equity. Administer employment surveys for economic statistics. Provide Staff Supervision.

#### POST: ICT TECHNICIAN: SECURITY (PL5)

**REMUNERATION:** R542 028.36 – R598 642.88. Per annum  
(Excluding Benefits).

**REQUIREMENTS:** Grade 12 Certificate. A recognized National Diploma in Computer Science or Information Technology or relevant qualification, 2-3 years relevant experience and Driver's License.

**Knowledge and skills:** Knowledge of the principles and practices of network design and administration, Legislation governing ICT, Written and oral communication, Data processing and management information systems, Knowledge of computer and other automated systems, Creative Thinker, Analytical, Ability to maintain high level of confidentiality, Ability to act appropriately in emergency situation. Team player, Work under pressure and independently.

**KEY PERFORMANCE AREAS:** Maintain Municipal Security Policies which details and document actual mechanism and controls, Maintain the Municipal Security Procedure. Oversee and/or assist in performing on-going security monitoring of municipal information systems. Provide staff Supervision.

#### POST: ICT TECHNICIAN: NETWORKS AND SYSTEMS (PL.5)

**REMUNERATION:** R542 028.36 – R598 642.88. Per annum  
(Excluding Benefits).

**REQUIREMENTS:** Grade 12 Certificate. A recognized National Diploma in Computer Science or Information Technology or relevant qualification, 2-3 years relevant experience and Driver's License.

**Knowledge and skills:** Knowledge of the principles and practices of network design and administration, Legislations governing ICT, Written and oral communication, Data processing and management information systems, Knowledge of computer and other automated systems. Creative Thinker, Analytical, Ability to maintain high level of Confidentiality, Ability to act Appropriately

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**KEY PERFORMANCE AREAS:** Co-ordinates maintenance, problem solving and installation of new software and /or hardware, provide support of application software, peripheral devices and connectivity, Analyse and provide recommendations pertaining to the information systems hardware/software and capacitates end-user on specific applications, ensure opportunities to enhance the capabilities of current systems and users identified, steps/ sequences activated upon approval and performance monitored.

### POST: ADMINISTRATOR HUMAN RESOURCE (PL8)

**REMUNERATION:** R373 736.26 – R412 734.90 Per annum  
(Excluding Benefits)

**REQUIREMENTS:** Grade 12, National Diploma in Human Resource Management/Public management/Relevant qualification 1-2 years' relevant experience  
Knowledge and skills: knowledge and skills in personnel Management. Computer skills and communication skills.

**KEY PERFORMANCE AREAS:** Administer personnel recruitment activities, sort and capture application, receive application of termination of services e.g. retirement, resignation. Monitor Personnel files, provide assistance in the movement of personnel files, filling documents. Provide Batho-pele principles at the municipality, welcome sectional clients and visitors Administer and update leave administration system and Provide administration support.

### POST : SECRETARY – CORPORATE & SHARED SEVICES (PL. 8).

**REMUNERATION:** R373 736.26 – R412 734.90 per annum  
(Excluding benefits).

**REQUIREMENTS:** Grade 12 Certificate, National Diploma in Office Management/relevant Qualification and Computer Literacy will be an added as advantage. 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.

### DIRECTORATE: BUDGET & TREASURY

#### POST: CLERICAL ASSISTANT(PL8)

**REMUNERATION:** R R373 736.26 – R412 734.90 Per annum  
(Excluding Benefits).

**REQUIREMENTS:** Grade 12, Diploma in Financial Management or relevant qualification. A minimum of 1 year relevant experience,

Knowledge and Skills: Planning and Organizing Maintain good work ethics. Able to work under pressure, Communication skills, and Computer skills.

**KEY PERFORMANCE AREAS:** Provide General Administration, Receiving of Goods, assist in checking quality of goods, assist with spot checks, assist with follow ups on delivery, Monitoring store room, assist with monthly stock taking and Record keeping.

### DIRECTORATE: WATER AND SANITATION SERVICES

#### POST: CONTROL TECHNICIAN (BA-PHALABORWA SATELLITE MANAGER) PL.04

**REMUNERATION:** R613 562.65 – R677 193.74 plus, (Excluding Benefits).

**REQUIREMENTS:** Grade 12 Certificate, An Appropriate three-years career related tertiary qualification/National Diploma in Water Care, Mechanical Engineering/Chemical Engineering, a minimum of 3-4 years working experience in water and waste treatment environment. Professional Registration with SACNAP/ECSA, Computer literacy and driver's license.

**Key Responsibilities:** Manage the operation of the Water care and Waste water treatment plants as well as associated water and waste water infrastructures such as as boreholes, booster pumps, reservoirs, bulk water pipelines, Water reticulations networks; etc to ensure continuous water and waste water supply with acceptable quality.

#### POST: SENIOR ARTISAN - WATER AND MAINTENANCE- MECHANICAL (PL.8)

**REMUNERATION:** R373 736.26 – R412 734.90 Per annum  
(Excluding Benefits).

**REQUIREMENTS:** Grade 12, NTC III, Trade test Certificate . A minimum of 3-5 years' experience  
Valid driver's license.

**Knowledge and Skills:** The incumbent must be computer literate, be able to work under pressure, perform maintenance work under minimal supervision. Interpersonal skills, decision making and analytical skills. Problem solving skills. Knowledge of administrative and monitoring and reporting principles and practices.

**KEY RESPONSIBILITIES:** Maintenance of fleet and generators by ensuring that all mechanical- related periodic checks are performed on all pumps, generators and engines related works. Conduct daily inspections on mechanicals, record all matters relating to Mechanical 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:** R265 462.31 – 301 241.53 plus, (Excluding Benefits).

**REQUIREMENTS:** Grade 12, NTC II, trade test Certificate . A minimum of 2 -3 Years experience, Valid driver's licence.

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**Knowledge and Skills:** The incumbent must be computer literate, be able to work under pressure, perform shift work under minimal supervision. Interpersonal skills, decision making and analytical skills. Problem solving skills. Knowledge of administrative and monitoring and reporting principles and practices.

### POST: PLANT / SCHEME SUPERITENDENT (14 posts)

PL.07

**REMUNERATION:** R423 149.21 – R466 948.58 plus,  
(Excluding Benefits).

**REQUIREMENTS:** Grade12,National Diploma/BSC in community water Services and sanitation,water care or relevant qualification, Class IV or eligible to be registered as class IV as per regulation 3630.te . A minimum of 2-3 years' experience  
Valid drivers licence .

**Knowledge and Skills:** Must be able to interpret the Sample results, Interpret Operations and Maintance Manual, OHS Act, Legislation related to water and sanitation services environment, Local Government legislations, Computer Literate, Report writing , understanding blue drop and green drop concepts.

**KEY RESPONSIBILITIES:** Plant operations and maintenance management, prioritizes and establishes schedules and methods for water and waste water treatment and water quality monitoring activities, Record and capture the information required for effective operations, submit production report within the area of responsibility , Manage shifts roasters to ensure optimal utilization of staff, perform water quality analysis to ensure compliance, inspect equipment such as filters, chlorine indicators, basins, filtered water basins and pumps, etc., to detect malfunctions.

### POST: PROCESS CONTROLLERS (30 posts) PL.12

**REMUNERATION:** R207 807.85 – R233 732.87 plus,  
(Excluding Benefits)

**REQUIREMENTS:** Grade12, BSC in water and waste water treatment/Relevant qualification, Class IV/Eligible to class IV certification. A minimum of 1-2 years' experience.

**Knowledge and Skills:** The incumbent must be computer literate, be able to work under pressure, perform shift work under minimal supervision. Interpersonal skills, decision making and analytical skills. Problem solving skills. Knowledge of administrative and monitoring and reporting principles and practices.

**KEY RESPONSIBILITIES:** Ensure that proper water and water waste treatment processes take place at correct and designed interval.

Ensure that reports are compiled and submitted when are due. Supervise the workmanship on subordinators and provide on job training where necessary. Administer routine maintenance on infrastructure, collect water sample from the plant to the lab and keep record daily log book for the operation of the plant.

**Enquiries: Mr Lebadika P, Tel. 015-811 6300.**

Appointment will be made according to the Council's Employment Plan, with ensures representation of designated groups in the Municipality.

**NOTE:** It is recommended that proof of registration for the Minimum Competency Levels Training is attached to the CV of the applicant if not completed.

Please forward your application **through the prescribed form ([www.mopani.gov.za](http://www.mopani.gov.za))** together with your comprehensive CV and recent certified copies of your qualifications and the identity document, which are not longer than 3 months to:

**The Municipal Manager, Mopani District Municipality, Private Bag x 9687, GIYANI, 0826.**

OR

Government Buildings,  
Former Premier's Office  
Main Road Giyani  
Office No. 51 (For Hand Delivery)

**Z83 forms and fax applications will not be accepted.**

**CLOSING DATE: 30 MAY 2025**

**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 two (2) months after the closing date, regard your application as unsuccessful. Submission without certified copies of qualifications will not be considered.

**Mr Mogano T.J**  
**Municipal Manager**

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