



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: SUPPLY CHAIN MANAGEMENT

POST: DEPUTY MANAGER - SCM

**REMUNERATION: R600 854.31 per annum plus 13th cheques,
car allowance, housing subsidy, UIF, Medical Aid and pension
benefits.**

REQUIREMENTS: Grade 12, B Com Degree or an equivalent NQF level 7 qualification in accounting. A minimum of 5 years' experience in a Supply Chain Management field of which is 3 years must have been at middle management in-depth knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, PPPFA and related prescripts. Project management, supervisory skills, good planning and organized skills. Good interpersonal relations and good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required. A qualification relating to the National Treasury Competency Requirements for Senior Officials, e.g. CPMD/MFMP/ELMP will be an added advantage. Advanced skills in Word, Excel and Window 2013 programs. A Code EB driver's licence is essential. Preparedness to security clearance and disclosure of financial interest

KEY PERFORMANCE AREAS: Formulation of SCM policies and procedures for the municipality. Responsible for the full supply chain management processes: - from demand management through to monitoring and reporting. Administer and implement procurement in terms of Council's Procurement Policy, the Preferential Procurement Regulations, Supply Chain Management Regulations and other legislated requirement. Compilation, implementation and reporting on the operational and risk plans related to supply chain management. Monthly management reports including but not limited to relevant disclose notes. Manage he municipality stores and control inventory. Responsible for the compiling and controlling of the business unit's budget , manage all personnel matters in the business unit and censure timeous and correct payment of suppliers. Ensure an uninterrupted flow of material/goods to all users, Provision of a travel services to internal clients. Manage of the department according to policies and strategies of the municipality.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

**POST: PERSONAL ASSISTANT TO THE OFFICE OF THE
MUNICIPAL MANAGER**

**Remuneration: R348 621.97- R384 707.17 per annum
(Excluding benefits)**

REQUIREMENTS: Degree/National Diploma in Public management and Administration or equivalent. 2-3 year's relevant experience. Computer literacy and a valid driver's licence are essential. Preparedness to be subjected to security clearance.

KEY RESPONSIBILITY: Manage and maintain office of the Municipal Manager. Attend clients of the Municipal Manager on his behalf. Maintain record in the Municipal Manager's office. Coordinate and arrange for Municipal Manager's technical forums and Mayor's forums. Attend and represent the Municipal Manager in all forums and meetings on his behalf. Liaise with all Directorates on the functions assigned by the Municipal Manager.

POST: INFORMATION TECHNOLOGY AUDITOR

**REMUNERATION: R 446 563. 50 – 493 206.78 per annum
(Excluding benefits)**

REQUIREMENTS: Grade 12 Certificate. B Com Degree with majors in Auditing and Accounting/ National Diploma in Internal Auditing/ Information System/Computer Science/ BSC in Computer Auditing. CISA or studying towards will be added advantage. At least two years' experience in Information Technology auditing. Experience in the use of CAATS and Teammate software. Knowledge of COBIT. Ability to work under pressure. A member of Institute of Internal Auditors. Knowledge of the MFMA, MSA and other legislative governing the local government sphere. Valid drivers' license, Preparedness to be subjected to security clearance.

KNOWLEDGE AND SKILLS: Knowledge of IIA Standards. Knowledge of the auditing process, applications and procedures and principles to enable analysis, evaluation and reporting, understand internal audit charter and framework, ability to analyze and audit financial data and prepare audit reports, numerical skills. Computer Literacy. Flexibility. Proactive. Report writing skills. Communication skills. Honest and reliability.

KEY RESPONSIBILITIES: Assist in planning and conducting Information Technology audits in accordance with the approved standards and legislative framework. Consult and assist in advising on Information Technology issues, Assess compliance with policies and procedures and report to internal audit management.

POST: PERFORMANCE MANAGEMENT AUDITOR

**REMUNERATION: R 446 563. 50 – 493 206.78 per annum
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REQUIREMENTS: Grade 12 Certificate. B Com Degree with majors in Auditing and Accounting/ National Diploma in Internal Auditing/ relevant professional qualification. At least two years' experience in internal auditing. Ability to work under pressure. A member of Institute of Internal Auditors. Knowledge of the MFMA, MSA and other legislative governing the local government sphere. Valid drivers' license, Preparedness to be subjected to security clearance.

KNOWLEDGE AND SKILLS: Knowledge of IIA Standards. Knowledge of the auditing process, applications and procedures and principles to enable analysis, evaluation and reporting, understand internal audit charter and framework, ability to analyze and audit performance and financial data, prepare audit reports, numerical skills. Computer Literacy. Flexibility. Proactive. Report writing skills. Communication skills. Honest and reliability.

KEY RESPONSIBILITIES: Assist in planning and conducting performance audits in accordance with the approved standards and legislative framework applicable methodology. Consult and assist in advising on performance audit issues, Assess compliance with policies and procedures and report to internal audit management.

OFFICE OF THE EXECUTIVE MAYOR

POST: COMMUNICATIONS OFFICER

**REMUNERATION: R 446 563. 50 – 493 206.78 per annum
(Excluding benefits)**

REQUIREMENTS: Grade 12, Certificate National Diploma in Media studies (Communications)/ Public Relations with 1-2 years' relevant experience, Driving License. Preparedness to be subjected to security clearance.

KNOWLEDGE AND SKILLS: Knowledge of at least three official languages, Report Writing. Numerical skills. Computer Literacy. Flexibility. Proactive. Strong leadership skills. People management skills. Analytical. Ability to work under pressure. Negotiation. Communication skills. Honest and reliability.

KEY RESPONSIBILITIES: Assist with communication research for the purpose of compilation of political principal's speeches. Participate and offer communication support to events management meetings. Provide media coverage to municipal events, including editorial support.

Analyse the communication environment (Public mood), and prepare weekly (Briefing) reports to guide the work of political principals. Contribute to the development of the district's internal and external newsletter. Support MDM Council and directorates with appropriate communication-related information. Ensure the development of communication strategy for the municipality. Develop and overseeing the implementation of the internal communication plan in collaboration with the manager, this will include management of notice boards. Coordinate Publications, Coordinate internal and external branding. Maintain a media database.

POST: SECRETARY

**REMUNERATION: R307 911.88- R340 041.89 per annum
(Excluding benefits)**

REQUIREMENTS: Grade 12, National Diploma in Office Management or Secretariat Certificate with Computer Literacy. A Minimum of two (2) years' experience. A valid driver's license. Preparedness to be subjected to security clearance.

KEY RESPONSIBILITIES: Manage the Executive Mayor's Diary, make travelling arrangements, Typing, Filing, Minutes and record keeping, consolidating monthly reports for the Directorate, Events coordination and assistance with logistical arrangements, giving feedback to organizers, Promoting the image of the District Municipality as first point of contact and as required by the Batho Pele Principles: Perform reception duties diligently, managing all in-coming and outgoing phone calls and emails.

DIRECTORATE: OFFICE OF THE CORPORATE SHARED SERVICES

POST: SKILLS DEVELOPMENT FACILITATOR

**REMUNERATION: R505 498.81-557 922.85per annum
(Excluding benefits)**

REQUIREMENTS: Grade 12 Certificate, National Diploma in Human Resources Development / Human Resource Management / Occupational Directed, Education Training and Development Practice NQF Level 5, 2-3 year's relevant experience. Valid Driver's License. Preparedness to be subjected for security clearance.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Knowledge and understanding of the relevant legislation applicable to development; Must be able to work under pressure to meet deadlines; Have people management and empowerment skills and customer focus.

RESPONSIBILITIES: Facilitate Skills Development for the Municipality; Coordinate the implementation of learning programmes within the Municipality. Maintain proper record keeping and reporting for the HRD unit. Coordinate the compilation of leadership, experiential learning, and internship, internal and external bursaries. Coordinate the compilation of skills audit for employees and councillors. Identify and assess future and current training needs through skills audit.



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**APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE
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Developing, compiling and submitting the Workplace Skills Plan (WSP) and Annual Training Report (ART) for the municipality. Monitor arrangement of training logistics. Monitor payment process for submitted invoices. Follow up on results for implemented training interventions with training provider. Make copies statement of results and maintain a proper record keeping.

**POST: SENIOR ORGANISATIONAL DEVELOPMENT
PRACTITIONER**

**REMUNERATION: R505 498.81 - 557 922.85per annum
(Excluding benefits)**

REQUIREMENTS: Grade 12 Certificate. National Diploma in Management Services / Production / Operations Management, with 3-4 years' experience in the related field, driver's license. Preparedness to be subjected for security clearance.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Knowledge of legislation mandates governing OD, organisational design, procedures and methods, OD and training Software applications. Ability to analyse data and prepare reports. Numerical skills. Computer Literacy. Flexibility. Proactive. Strong leadership skills. People management skills. Analytical. Ability to work under pressure. Negotiation. Communication skills. Honest and reliability.

KEY RESPONSIBILITIES: Coordinate and implement organizational design services. Conduct work study investigations. Render change management services, coordinate the development of Job Descriptions and Job Evaluation services, Coordinate BPR Services, and supervise staff.

POST: SENIOR ADMINISTRATOR-HCM

**REMUNERATION: R348 621.97- R384 707.17 per annum
(Excluding benefits)**

REQUIREMENTS: A grade 12 certificate. A Diploma in HRM/ Public Administration. Knowledge of personnel of PayDay Systems. 2-3 year's relevant experience. Preparedness to be subjected for security clearance.

KEY RESPONSIBILITIES: Type documents and make copies. Keep records of the section. Compile statistics on personnel matters. Maintain a document management system. Update personnel policies and records. Respond to enquiries and refer to relevant officer. Keep record of enquiries and responses. Distribute recruitment adverts internally. Compile personnel records. Assist in responding to applications. Update finance/payroll on staff changes. Arrange venues for meetings and workshops for the section.

POST: 2 X ADMINISTRATOR-HCM

**REMUNERATION: R307 911.88 - R340 041.89 per annum
(Excluding benefits)**

REQUIREMENTS: A grade 12 certificate. A Diploma in Human Resources / Public Management and Administration. 1-2 years working experience, typing skills and computer literacy. Knowledge of personnel of PayDay Systems. 2-3 year's relevant experience. Preparedness to be subjected for security clearance.

KEY RESPONSIBILITIES: Type documents and make copies. Keep records of the section. Compile statistics on personnel matters. Maintain a document management system. Update personnel policies and records. Respond to enquiries and refer to relevant officer. Keep record of enquiries and responses. Distribute recruitment adverts internally. Compile personnel records. Assist in responding to applications. Update finance/payroll on staff changes. Arrange venues for meetings and workshops for the section.

POST: ASSISTANT HR / PERSONNEL PRACTITIONER

**REMUNERATION: R394 565.35 – R435 670.95 per annum
(Excluding benefits)**

REQUIREMENTS: National Diploma in Human Resource Management / Public Management and Administration or relevant qualification, 1-2 years working experience. Computer literacy and a valid driver's licence are essential. Preparedness to be subjected to security clearance.

KEY RESPONSIBILITY: Administer the development and implementation of an Equity Plan for the organization. Co-ordinate recruitment and selection processes. Provide feedback in terms of recruitment and man plan indicators. Administer Employment Survey for Economic Statistics of Employment and gross earnings.

DIRECTORATE : WATER SERVICES

**POST: DEPUTY MANAGER: CONTRACT MANAGEMENT
(PL 3)**

**REMUNERATION: R600 854.31 per annum, plus 13th
cheque, housing subsidy, car allowance, UI, medical aid
and pension benefits.**

REQUIREMENTS: The applicant must be in possession of National Diploma in Civil Engineering or equivalent



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qualification with minimum of five years' experience in project management. Interpersonal, report writing and computer skills. Sound Management skills and ability to manage subordinates. Knowledge of Government policies and regulations, and regulations, and be familiarity with infrastructure construction sector, valid driver's license. Be prepared to be subjected to security clearance.

KEY RESPONSIBILITIES: Primarily responsible to integrate. Co-ordinate, project manage financially administer the MIG in his/her area of jurisdiction. Ensure project compliance with all applicable legislation, policy and conditions applicable to MIG, RBIG and WSIG. Project performance and cash-flow reviews. Liaison with provincial and other line function department through formal regular evaluation/progress meeting and on an ad-hoc basis. Submission of monthly, quarterly, annual and ad-hoc report to DPLG as determined in applicable legislation or required by MIG Management Unit. Responsible for the management of the PMU team and their respective outputs. Attending to internal to internal and external queries.

Enquiries: Mr Lebadika P. 073 558 1613

Please forward your application through the prescribed form (www.mopani.gov.za) together with your comprehensive CV to Registry Office No. 13, recently certified copies of your qualifications and the identity document not longer than three months to:

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

Z83 forms and fax applications will not be accepted.

CLOSING DATE: 15 February 2021.

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. Submission without certified copies of qualifications will not be considered.

**Mr Kgatla Q.
Municipal Manager**