



# MOPANI DISTRICT MUNICIPALITY

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

**APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:**

## **1. PERSONAL ASSISTANT TO THE MUNICIPAL MANAGER: PL.7.**

**Remuneration:** R R268 194.53 – R295 954.84 per annum plus 13<sup>th</sup> Cheque, housing subsidy, UIF, medical aid and pension 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.

## **2. PERSONAL ASSISTANT TO THE EXECUTIVE MAYOR: PL.7**

**Remuneration:** R268 194.53 – R295 954.84 per annum plus 13<sup>th</sup> Cheque, housing subsidy, UIF, medical aid and pension benefits

**Requirements:** Degree/National Diploma in Public Management and Administration or equivalent. 2-3 year's relevant experience. Experience and knowledge of risk and security of the Executive Office will be added advantages. Computer literacy and a valid driver's licence are essential. Preparedness to be subjected to security clearance.

**Key responsibility:** Conduct Research for the Executive Mayor: - Conduct political research through surveys of the needs and demands of the constituencies which the Executive Mayor is servicing, - and thus preparing the Executive Mayor according to the thinking on the ground. Advising and updating the Executive Mayor on current political affairs. Speech writing: - Analysing and writing various events of the Executive Mayor and drafting speeches, speaking notes or concept notes as the case may be, Compiling, writing, editing and proof-reading reports which need authorship of the Executive Mayor in broad responsibilities.

## **3. YOUTH & GENDER COORDINATOR:PL.6**

**Remuneration:** R303 538.73 – R335 161.22 per annum plus 13<sup>th</sup> Cheque, housing subsidy, UIF, medical aid and pension benefits

**Requirements:** Grade 12, Bachelor's Degree in Social Sciences or equivalent. Community development and understanding of youth and gender matters will be an added advantage. Computer literacy and a valid driver's licence are essential. Preparedness to be subjected to security clearance. 3 years relevant experience

**Key responsibility:** Built Relationship with Local Municipalities on youth and matters. Coordinate youth and gender matters within the area of jurisdiction of the District in conjunction with Local municipalities. Conduct awareness campaigns on youth and gender matters. Establish and Chair the District youth and gender forum. Perform other duties as may be delegated by the supervisor.

## **4. DEPUTY MANAGER: RISK - BASED AUDIT (PL.3)**

**Remuneration:** Salary notch R462 236.63 per annum plus 13<sup>th</sup> Cheque, car allowance, housing subsidy, UIF, medical aid and pension benefits

**Requirements:** B-Com Accounting or B-Tech in Internal Audit. A driver's license. Five years' experience in Internal Auditing at managerial level and one year 's post articles experience. A registered member with the institutes of Internal Auditing is essential, while CIA qualification will be an added advantage, extensive knowledge of internal control standard practice. A sound understanding of computer package (MS Word, MS Excel and MS Power point. Preparedness to be subjected to security clearance.

**Key responsibilities:** Manage and plan activities of the division activities of the division to ensure effective internal auditing. Develop finances and assets control measures as per audit requirements and advice the council accordingly. Conduct risk assessment for Municipality's finances and non-finance systems comply with Municipal Finance Management Act and other legislation, policies and procedures. Manage personnel in own division. Develop and implement the audit Charter and plan. Liaise with local Municipalities by establishing a District forum of Auditors.

## **5. INFORMATION TECHNOLOGY AUDITOR.(PL.5)**

**Remuneration:** Salary notches: R343 540.86 – R379 423.49 per annum plus 13<sup>th</sup> Cheque, car allowance, housing subsidy, UIF, medical aid and pension benefits

**Qualifications:** B.Com degree with majors in Auditing and Accounting/ National Diploma in Internal Audit /Information System/ computer Science/ BSc in Computer Auditing. CISA or studying towards will be an added advantage.

**Requirements:** at least two to three years' experience in internal auditing, of which one year was in performance auditing. Knowledge of MFMA, MSA and other legislation governing the local government sphere. Good communication skills and problem solving abilities. Knowledge of teammate, a valid driver's and preparedness to be subjected to a security clearance.

**Key responsibilities:** Plan and execute performance audits in line with the applicable methodology and standards. Raise audit findings and prepare a draft report to internal audit management.

## **6. SECRETARIES (6 Posts)PL.8 Office of Exec Mayor, Office of Speaker, Office of Chief Whip, Budget and Treasury, Corporate Services and Water Services.**

**Remuneration:** R236 876.30 – R261 593.89 per annum plus 13<sup>th</sup> Cheques, Housing Subsidy, UIF, Medical Aid and pension benefits.

**Requirements:** Grade 12, Diploma in Office Management or secretariat certificate with computer literacy. A minimum of two (2) years' experience. A valid driver's licence. Preparedness to be subjected to security clearance.

**Key responsibilities:** Manage the Exec Mayor/Speaker/Chief Whip/Senior Manager's Diary: Make travelling arrangements: Typing, Filing, Minutes and Records 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.

## **7. COMMITTEE CLERKS (4) (PL 7)**

**Remuneration:** R268 194.53 – R295 954.84 per annum plus 13<sup>th</sup> Cheques, Housing Subsidy, UIF, Medical Aid and pension benefits.

**Requirements:** Diploma in Office Management. 3–4 years' experience in local government. Computer literacy and a valid driver's licence are essential. Preparedness to be subjected to security clearance

**Key responsibilities:** Preparing notification, agendas and minutes for Committee meetings. Drafting official correspondences, replies, questions and reports for the Committee. Preparing and organizing working session, strategic session and Capacity building workshops for the committee. Organising, confirming and scheduling project Oversight visits. Arrange travelling and accommodation. Prepare travelling claims and submit for Payment.

## **8. JUNIOR FIRE FIGHTERS (15 posts).PL.11. Stations: Tzaneen, Maruleng, Giyani, Ba-Phalaborwa and Letaba**

**Remuneration:** R148 142.78 – R164 643.08 per annum plus 13<sup>th</sup> cheque, Housing Subsidy, UIF, Medical Aid and pension benefits.

**Requirements:** Grade 12, Fire fighter 1, BAA code EC driver's licence with PDP, 0 to 2 years' experience. Preparedness to be subjected to security clearance. Applicants must be medical and fitness compliant according to the relevant NFPA standards.

**Key performance:** Rendering of fire and emergency services as well as rescue operations. Perform, control room duties. Daily maintenance & cleaning of Fire Stations buildings, vehicles and equipment. Partake regularly in internal and external training. Perform admin duties including completion of vehicle logbooks, incident and occurrence books. Daily Inspection of all firefighting and rescue equipment and vehicles. Performing of duties, as prescribed by Leading Fire Fighters. Doing general maintenance in the Fire Station, where possible. Rendering standby and overtime duty.

## **9. HR/PERSONNEL OFFICER (Benefits).PL 5**

**Remuneration:** R343 540.86 – R379 423.49 per annum plus 13<sup>th</sup> Cheque, car allowance; housing subsidy, UIF, medical aid and pension benefits

**Requirements:** National Diploma in Human Resource Management/ Public Management and Administration or relevant qualification, 4-5 years working experience. Computer literacy and a valid driver's licence are essential. Preparedness to be subjected to security clearance

**Key responsibility:** Coordinate benefits related administrative. Collates and prepares qualitative and quantitative information for inclusion into specific statutory reports on all benefits. Implement all HR related benefit policies in line with HR Strategy and statutory prescriptive .Co-ordinate specific sequences associated with leave administration

## **10. ASSISTANT HR/PERSONNEL OFFICER (Recruitment & Employment Equity) PL.6**

**Remuneration:** R303 538.73 – R335 161.22 per annum plus 13<sup>th</sup> Cheque, housing subsidy, UIF, medical aid and pension benefits

**Requirements:** National Diploma in Human Resource Management / Public Management and Administration or relevant qualification, 3-4 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

## **11. CHIEF RISK OFFICER (PL.3)**

**Remuneration:** R462 236.63 per annum plus 13<sup>th</sup> Cheque, car allowance, housing subsidy, UIF, medical aid and pension benefits

**Requirements:** B-Degree in Auditing/Internal Control/Financial management or relevant qualification. 3-5 year's relevant experience. Valid driver's licence and be prepared to be subjected to security clearance.

**Key Responsibilities:** Develop and implement the risk management program. Risk identification and control implementation. Liaise with Internal Audit on follow-up of audit queries regarding risk control. Facilitate the process of identifying top organizational risks Conduct Fraud Prevention awareness and campaigns. Ensure that all reported cases of alleged fraud and corruption are fully and promptly investigated. Conduct appraisals to measure performance and objective accomplishments against agreed targets and, reviewing goals and setting new objectives.

## **12. BODYGUARD TO THE EXECUTIVE MAYORE: PL.7**

**Remuneration:** R R267 623.64 – R295 504.52 per annum plus 13<sup>th</sup> Cheque, housing subsidy, UIF, medical aid and pension benefits

**Requirements:** Diploma in Security and Protection Services. Ability to handle firearms as per legislative requirements. Knowledgeable in security and protection services. Incumbent should be able to work awkward hours to provide security and protection services to the Executive Mayor. Valid driver's license and be prepared to be subjected to security clearance.

**Key responsibilities:** Ensuring the safety of the Executive Mayor. Accompanying the Executive Mayor at all times. Conduct safety inspection wherever the Executive Mayor would be assigned and communicate with external security and safety services (SAPS,SANDF) where necessary. To give safety clearance before the Executive Mayor avail him/herself to the public. Being able to operate the necessary weaponry to protect the Executive Mayor..

## **13. ACCOUNTANT TO THE EXECUTIVE MAYOR (PL.4)**

**Remuneration:** R388 879.773 – R429 066.56 per annum plus 13<sup>th</sup> Cheque, car allowance; housing subsidy, UIF, Medical aid and pension benefits.

**Requirements:** B. Com Accounting degree qualification or related qualification. Knowledge of accounting principles 3-5 years' experience with knowledge of local government and Municipal financial systems, budget processes and policies. Computer literacy and a valid driver's licence are essential. Preparedness to be subjected to security clearance.

**Key responsibilities:** Develop Supply Chain Management policy and procedures provide technical assistance in implementation of Supply Chain policies and procedures. Assess and advise on district municipality supply chain outcomes. Introducing measure to close gaps of Supply Chain implementation by other departments. Ensure the municipality is up-to-date on changes in legislation, trends and development in Supply Chain Management. Serve on the bids committees

## **14. AUXILIARY SERVICES (Cleaners X 6).PL.14-Greater Letaba and Maruleng Fire Stations and Main Office (PL 14)**

**Remuneration:** R104 604.98 – R117 384.82 per annum plus 13<sup>th</sup> Cheque, housing subsidy, UIF, Medical Aid and pension benefits

**Requirements:** ABET, and be prepared to be subjected to clearance security.

**Key responsibility:** Washing curtains, windows and tablecloths. Cleaning of offices: sweeping, dusting, polishing, buffing floors of officers, toilets and furniture. 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. Ensure 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 in moving Furniture and equipment. Reporting breakages identified. Perform any other duties as may be delegated by superiors.

## **15. ADMIN CLERKS (3 Posts).PI 7**

**Remuneration:** R267 623.64 – R295 504.52 per annum plus 13<sup>th</sup> Cheque, housing subsidy, UIF, Department/division matters medical aid and pension benefits.

**Requirements:** A grade 12 certificate; Diploma in Public Admin and Management or relevant qualification and 1-2 years experience Typing skills and computer literacy. Knowledge of personnel of Pay Day Systems

**Key responsibilities:** Type documents and make copies. Keep records of all documents of the division/section. Compile statistics on division matters. Maintain a document management system. Update divisional policies and records. Respond to enquiries and refer to relevant officers. Keep record of enquiries and responses. Compile records on benefits and all claims related to the division and submit to HR. Assist in responding to all divisional related documents. Arrange venues for meetings and workshops for the division.

## **16. GENERAL WORKERS (75 POSTS). PL.14**

**Remuneration:** R R104 604, 98—R117 384, 82 per annum plus 13<sup>th</sup> Cheque, housing subsidy, UIF, Medical aid and pension benefits.

**Requirements:** Be able to read and write. Preparedness to be subjected to security clearance.

**Key responsibilities:** General Work Execution

**Enquiries: Mr Lebepe NG/ Ms Mathebula T.M. @ Tel. 015-811 6300.**

Woman and people with disabilities are encouraged to apply. Please forward your application through the prescribed form (www.mopani.gov.za) 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 9687, GIYANI, 0826. 283 forms and fax applications will not be accepted.

**CLOSING DATE: 23 JULY 2017 at 15h00.**

**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 S.R MONAKEDI  
MUNICIPAL MANAGER**