



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 MUNICIPAL MANAGER

**POST:** *DEPUTY MANAGER: RISK BASED AUDIT (PL 3)*

**REMUNERATION:** R600 854.31 per annum, per annum  
(Excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate. National Diploma in Accounting/Auditing, a post graduate qualification will be added as an advantage, registered with the professional body, 4-5 years' relevant experience with at least 2 years in supervisory position. 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. Strong leadership skills. People management skills. Analytical. Ability to work under pressure. Negotiation. Communication skills. Honest and reliability.

**KEY RESPONSIBILITIES:** Coordinate and conduct internal audits in accordance with the approved standards and legislative framework. Manage and conduct follow-up audits on internal and external (AGSA) audit reports, manage the preparation of project proposal for the Audit Committee approval.

#### DIRECTORATE: OFFICE OF THE CORPORATE SHARED SERVICES

**POST:** *DEPUTY MANAGER: ORGANIZATIONAL DEVELOPMENT (PL 3)*

**REMUNERATION:** R600 854.31 per annum, per annum  
(Excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate. National Diploma / Bachelor's Degree in Organizational Development /Management Services / Production / Operations Management / Industrial Psychology / Management of Training. 4-5 years' experience in the related field with at least 2 years in supervisory position. Valid drivers' license. Preparedness to be subjected to security clearance.

**KNOWLEDGE AND SKILLS:** Knowledge of legislative mandate governing OD, ORGANIZATIONAL 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:** Manage organizational design services. Manage Training and Skills Development, Conduct Human Capital Planning. Render Change Management initiatives, provide On boarding and training Services Manage resources. (Human, Physical, and Financial Resources).

**POST:** *DEPUTY MANAGER: LABOUR RELATION (PL 3)*

**REMUNERATION:** R600 854.31 per annum, per annum  
(Excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate. National Diploma / Bachelor's Degree in Labour Relations Management / Human Resources Management with Labour Relations Management as a subject / LLB Plus 4-5 years' experience in the related field with at least 2 years in supervisory position. Valid drivers' license. Preparedness to be subjected to security clearance.

**KNOWLEDGE AND SKILLS:** Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Human Resources Management Policies and applicable Collective Agreements and the disciplinary Collective Agreement, Strong leadership skills. People management skills. Analytical. Ability to work under pressure. Negotiation. Communication skills Honest and reliability. Interpretation of legislations, good negotiation skills.

**KEY RESPONSIBILITIES:** Manage Employee Grievances, manage labour disputes, attend to disciplinary matters. Provide Secretarial Services to LLF. Manage resources (Human, Physical and Financial Resources).

#### DIRECTORATE: BUDGET AND TREASURY

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

**REMUNERATION:** R600 854.31 per annum, per annum  
(Excluding benefits)

**REQUIREMENTS:** Grade 12 Certificate. National Diploma/B Com degree in Accounting/Financial management. 4-5 years' relevant experience with at least 2 years in supervisory position. Preparedness to be subjected to security clearance.

**KNOWLEDGE AND SKILLS:** 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. Flexibility. Proactive. Strong leadership skills. People management skills. Analytical. Ability to work under pressure. Negotiation. Communication skills. Honest and reliability.



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AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:**

**KEY RESPONSIBILITIES:** Manage Expenditure Control. Manage Payroll Services. Manage the capturing of expenditure accounting information. Manage the administration of VAT payments. Manage resources. (Human, Physical, and Financial Resources).

**DIRECTORATE: WATER SERVICES**

**POST: 50 X GENERAL WORKERS (PL 14)**

**REMUNERATION: R 135 974.41 -152 586.72 per annum**

**REQUIREMENTS:** Grade 10 report / ABET Level 4, able to read and write, also to operate equipment, at least understand two official languages. 0-6 months experience. Applicants will be subjected to security vetting clearance, information verification and there will be a need for signing of an employment contract, a performance agreement and disclosure of financial interests.

**KEY RESPONSIBILITY:** Render general operations and maintenance services, render housekeeping services. Assist in maintenance of water and wastewater mechanical infrastructure by ensuring that all mechanical works. Conduct daily inspections on mechanical infrastructure, record all matters relating to plumbing / pipe work infrastructure and preventative maintenance plan developments, supervise the workmanship of subordinates and provide on job training where necessary.

**DIRECTORATE: ENGINEERING SERVICES**

**POST: MANAGER – PMU (Erratum) (PL. 2)**

**REMUNERATION: R725 152.94 per annum, (Excluding benefits )**

**REQUIREMENTS:** Grade 12 Certificate, the applicant must be in possession of B-Tech in Civil Engineering or equivalent qualifications, and a minimum of 3-5 years' experience in project management. Interpersonal, report writing and Computer skills. Sound management skills and ability to manage subordinate. Knowledge of Government policy environment and familiarity with infrastructure Construction sector, valid driver's license. Be prepared to be subjected to security clearance.

**KEY RESPONSIBILITY:** Primary responsible to integrate, coordinate, 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. Project performance and cash-flow reviews. Liaison with provincial and other line function departments through formal regular evaluation / progress meetings 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 and external queries. Further note that all shortlisted applicants will be subjected to security vetting clearance, and information verification and there will be a need for signing of an employment contract, a performance agreement and disclosure of financial interest.

**Enquiries: Mr Lebadika P. 015 811 6300.**

Please forward your application **through the prescribed form** ([www.mopani.gov.za](http://www.mopani.gov.za)) together with your comprehensive CV, 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: 27 NOVEMBER 2020.**

**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**