

## **NATIONAL ADVERTISEMENT**

### **DIRECTORATE: TECHNICAL AND INFRASTRUCTURE** **UNIT: FLEET & MECHANICAL**

#### **POSITION: ASSISTANT DIRECTOR (FLEET & MECHANICAL)**

##### **Salary**

- R650 112.00 – R653 292.00 per annum (Level 3) excluding travelling allowance and cell phone allowance

##### **Requirements and Competencies**

- Grade 12 (matric) plus National Diploma/B-Tech in Mechanical Engineering. Government Certificate of Competency (Factory). CPMD will be an added advantage. Candidates must at least have minimum of 5 years' experience in Mechanical environment with 2 years in Supervisory or Middle Management and understanding of Local Government issues. Management Skills, Administrative Skills, Conflict Management, Interpersonal Skills and Stress Management. Candidate must not have any criminal record and must be conversant with all legislative prescripts within local government.

##### **Key Performance Areas**

- Ensure the execution of Council decisions in order to satisfy the public within the framework of the law and Council's policy by giving prompt attention to the execution and implementation of resolutions
- Coordinate and plan the activities and functions of the mechanical and fleet maintenance in order to comply with the necessary legislation by preparing the submission of reports to Electrical Sub Committees
- To manage and control the compilation and execution of departmental capital and operating budget in accordance with the prescriptions of the MFMA by preparing sectional budget
- To assist the Municipal Manager by acting as proxy of municipal vehicle fleet and equipment
- To ensure that all mechanical equipment at water and sanitation pump stations and waste water treatment are operational by ensuring scheduled maintenance is performed
- To ensure that the municipal fleet and equipment are available and operational by compiling a list of fleet and equipment to be approved by Council for disposal

## **NATIONAL ADVERTISEMENT**

### **DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT**

### **UNIT: ECONOMIC GROWTH & TOURISM**

### **POSITION: ASSISTANT DIRECTOR (LOCAL ECONOMIC DEVELOPMENT)**

#### **Salary**

- R650 112.00 – R653 292.00 per annum (Level 3) excluding travelling allowance and cell phone allowance

#### **Requirements and Competencies**

- Grade 12 (Matric) plus Bachelor's degree in Public Administration/Development Studies/Economics or any other relevant qualification. Having a CPMD/MFMP will be an added advantage. Candidates must have at least 5 years' experience in an LED environment and/or in developmental studies or related field of which 2 years of those must be at Supervisory or Middle Management level. Candidate must be in possession of a valid South African driver's license preferably Code 08. Must demonstrate high level of Communication skills, Strategic Management skills, Business Management skills, Report writing skills, Computer skills as well as Planning and Organizing skills. Candidate must not have any criminal record and must be conversant with all legislative prescripts within local government.

#### **Key Performance Areas**

- Candidate will be responsible to manage the Municipality's local economic, agriculture and tourism development division.
- Manage effective utilization of Municipal resources.
- Provide leadership and direction in the formulation of policies, report writing and programmes.
- Be able to advice and assists in development of SMMEs, stakeholder engagements and IGR.
- Be able to manage business compliance and adherence to the relevant business regulations, coordinate the formulation of SLPs and CSIs project.
- Co-ordinate all the unit's related functions within the IDP and guide the implementation and formulation of an LED strategy inputs.
- Assist in developing and reviewing policies and procedures on LED, Agriculture and Tourism.
- Promote tourism and the development of the city.

## **NATIONAL ADVERTISEMENT**

### **DIRECTORATE: PLANNING AND HUMAN SETTLEMENT** **UNIT: TOWN PLANNING**

### **POSITION: SENIOR ADMINISTRATIVE OFFICER: LAND AFFAIRS**

#### **Salary**

- R507 564.00 – R560 436.00 per annum (Level 5) excluding cell phone allowance and transport allowance

#### **Requirements and Competencies**

- Grade 12 (matric) plus National Diploma in Property Valuations Management/ Real Estate. Candidates must at least have minimum of 1-3 years working experience in private and public sector Property Valuations, with full knowledge of the MPRA and in field of Land Administration, dealing with management and disposal process of private and public land will be an added advantage. Valid Code B driver's license. Computer Literacy. Communication skills. Planning & Organising skills. Good interpersonal skills and Conflict handling skills. Registration with the South African Council of the Property Profession will be an added advantage. Candidate must not have any criminal record and must be conversant with all legislative prescripts within local government.

#### **Key Performance Areas**

- Gather information, prepares and submit items and recommends to Council sub-committee.
- Purchase agreements for residential erven and see to it that it be signed by all relevant parties.
- Perform inspection of Council properties.
- Liaise with public regarding their queries in relation to property enquiries,
- Prepare Property Valuations.
- Help with the budget preparation process.

## **NATIONAL ADVERTISEMENT**

### **DIRECTORATE: MUNICIPAL MANAGER** **UNIT: RISK MANAGEMENT**

### **POSITION: CHIEF RISK OFFICER**

#### **Salary**

- R717 780.00 – R721 296.00 per annum (post level 2) excluding travelling allowance and cell phone allowance

#### **Requirements and Competencies**

- Grade 12 (matric) plus National Diploma/ Degree in Risk Management or Internal Audit. A postgraduate qualification or postgraduate degree in any of the above-named fields would be an added advantage. Candidates must at least have minimum of 8 years' relevant experience, of which at least 3 years should be at management level in either a private or public sector risk management/auditing field. Knowledge and understanding of risk management practices, development of guidelines and standards, and liaison with different management levels. Advanced computer literacy, with a working knowledge of computer spreadsheets (MS Excel), word processing and presentations (MS PowerPoint). Technical competency. Analytical thinking. Problem solving skills. Communication skills. Leadership and Influence. Regulatory and Compliance. A valid Code B driver's license is compulsory. Candidate must not have any criminal record and must be conversant with all legislative prescripts within local government.

#### **Key performance areas**

- Ensure development, implementation and maintenance of a Risk Management Strategy, Risk Management Policy, Fraud Prevention Plan and Loss Control Policy.
- Establish and maintain a risk management philosophy and culture within the municipality.
- Report all risk-related matters, including findings, risk positions and recommendations to management, Risk Management Committee and Audit Committee.
- Ensure integration of risk management with all management activities at all levels.
- Ensure that risk, fraud and loss control awareness campaigns are conducted amongst municipal staff.
- Ensure effectiveness of the Risk Management Committee.
- Perform any other duties that may be expected from time to time, that will not impair independence.

## **NATIONAL ADVERTISEMENT**

### **DIRECTORATE: CORPORATE SUPPORT** **UNIT: LABOUR RELATIONS**

### **POSITION: ASSISTANT DIRECTOR (LABOUR RELATIONS)**

#### **Salary**

- R650 112.00 – R653 292.00 per annum (post level 3) excluding travelling allowance and cell phone allowance

#### **Requirements and Competencies**

- Grade 12 (matric) plus National Diploma/ or Degree in Labour relations/ LLB or related field. Candidates must at least have minimum of 5 years' experience in Labour Relations or related field and 2 years in Supervisory or Middle Management level. Knowledge of legislations governing Labour Relations including but not limited to; LRA, EEA, BCEA, COIDA. Knowledge of collective agreements concluded at SALGBC. Conflict resolution skills. Strong Communication and Negotiation skills. Conflict resolution and Problem-solving abilities. Excellent reporting and document management skills. Valid Code B driver's licence. Candidate must not have any criminal record and must be conversant with all legislative prescripts within local government.

#### **Key performance areas**

- Advise all levels of management on Labour Relation problem by giving guidance as to how to resolve conflict within and to institute disciplinary action when misconduct is detected and give direction to harmonize.
- Ensure time frames in respect of grievances and disciplinary hearings/process is adhered in line with the Disciplinary Procedure and Collective Agreement.
- Evaluate effectiveness of procedures and system.
- Ensure that communication between Employer and Unions is maintained by advising the Union of changes on the Municipal Policy, arranging meeting required, writing letters to Unions and when necessary having telephonic discussions with them, in order to maintain sound relations and ensure effective communication takes place,
- Handle Conciliation referrals and Arbitration cases on behalf of the Municipality.
- Attends to strike situations and resolves them by ensuring that employees return to work as soon as possible or alternatively are disciplined in terms of Labour Legislation and Council Policy, in order to protect the Council's interest and also to minimize disruption and appropriate action is taken.

## **NATIONAL ADVERTISEMENT**

**DIRECTORATE: CORPORATE SUPPORT**  
**UNIT: ADMINISTRATION**

**POSITION: RECORDS MANAGER**

### **Salary**

- R650 112.00 – R653 292.00 per annum (post level 3) excluding travelling allowance and cell phone allowance

### **Requirements and Competencies**

- Grade 12 (matric) plus National Diploma/ Degree in Records Management. Candidates must at least have minimum of 5 years' experience in related field and 2 years in Supervisory or Middle Management level. Strategic Management skills. Business Management skills. Communication skills. Planning and Organising skills. Financial Management skills. Negotiation and Conflict handling skills. Valid Code B driver's licence. Candidate must not have any criminal record and must be conversant with all legislative prescripts within local government.

### **Key performance areas**

- Develop and implement records management policies and procedures. Monitor compliance with the National Archives Act.
- Oversee the disposal of obsolete records following approval protocols and address workplace issues, enforce policies and resolve conflicts.
- Prepare and monitor the department's operating and capital budgets. Implement corrective actions for financial discrepancies.
- Collaborate with Provincial Archivist for policy approval and updates. Develop and maintain records management manuals and training materials.
- Ensure compliance with all applicable legislative and regulatory requirements.
- Maintain and update records of equipment and document usage. Consolidate and prepare administrative reports and statistics for management.

**CLOSING DATE: 28 March 2025**

**A prescribed application for employment form is available on the official website of the municipality, at [www.matlosana.gov.za](http://www.matlosana.gov.za).**

**Certified copies of original documentation must be attached to the CV.** If interested, you are requested to submit a complete **PRESCRIBED APPLICATION FORM and Curriculum Vitae** at Human Resource Services Unit, Room 15, Ground Floor, Civic Centre, OR Tambo Avenue, Klerksdorp. Alternatively, complete Applications forms and CV's may be mailed to: Recruitment Unit, HR Department, P.O. Box 99, Klerksdorp, 2570.

Enquiries can be made with Recruitment Unit at 018 487 8094 / 8085 / 8631/8532. Suitably qualified and/or experienced persons with disabilities are encouraged to apply.

**Applications not submitted on the official form will not be considered. Costs incurred for attending an interview will be for the candidate's own account.**

The City of Matlosana is an Equal Opportunity Employer.

If you have not been informed by the City of Matlosana within 3 months, you may accept that your application has been unsuccessful.

**Civic Centre  
P.O. Box 99  
KLERKSDORP  
2570**

**MS. LESEGO SEAMETSO  
MUNICIPAL MANAGER**

**Notice No. 11/2025**