

## POLOKWANE MUNICIPALITY EXTERNAL/INTERNAL VACANCIES

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT MUNICIPALITY OF LIMPOPO PROVINCE HEREBY INVITE APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE

**The correct job requirements are as follows:**

**Business Unit: Revenue and Customer Care**

**Position: Assistant Manager: Cash Management**

**Salary: R622 110 (basic salary per annum excluding benefits)**

**Post Level: 03**

**Reference: EXT/23/24/110**

**Requirement:** Degree in B. Com Accounting or equivalent. No criminal record. Five (5) years' experience which 3 years must be at supervisory (Two years Municipal Revenue Experience) Planning and Organizing skills, computer literacy, Report writing skills, and strong verbal and written communication skills. Must have a valid driving license. Be in possession of MFMP or CPMD. Knowledge of financial management and applicable legislation pertaining to Supply Chain Management processes.

**Business Unit: Revenue Management and Customer Care**

**Position: Chief Accountant: Cash Management**

**Salary: R549 670 – R577 670 (basic salary per annum excluding benefits)**

**Post Level: 04**

**Reference: EXT/23/24/111**

**Requirement:** Degree in B. Com Accounting or equivalent. Four (4) years' Municipal revenue experience two (2) year at supervisory level. Planning and Organizing skills, computer literacy, Report writing skills, and strong verbal and written communication skills. Must have a valid driving license. Be in possession of MFMP or CPMD. Knowledge of financial management and applicable legislation pertaining to Supply Chain Management processes.

**ADDITIONAL POSITION**

**DIRECTORATE: CORPORATE AND SHARED SERVICES**

**Business Unit: Human Resources Management**

**Position: Manager: Human Resources**

**Salary: R799 583 (basic salary per annum excluding benefits)**

**Post Level: 01**

**Reference: EXT/23/24/120**

**Requirements:** Bachelor's Degree in Human Resources, Labour Relations, Organizational Development, Business or equivalent relevant qualification. 5-8 years or more relevant experience covering a broad range of human resources functions; At least 3 years' supervisory experience. Valid driver's licence. Participates in, plans and leads projects. Supervises and / or co-ordinates various Human Resources staff. Manage HR programs and projects. Manage resources (staff, assets, budget). Knowledge of MFMA and PFMA, management skills, leadership, training skills, report writing and presentation skills. Good human relations skills. Computer literate. Must be fit to work under normal and abnormal conditions.

**Duties:** Human Resources Manager, is responsible for coordinating all administrative activities related to an organization's personnel. Their duties include developing recruitment strategies, implementing systems for managing staff benefits, payroll and behavior and onboarding new employees. Investigate employee issues and conflicts and brings them to resolution. Ensure all company HR policies are applied consistently. Maintain HR systems and processes. Knowledge of the municipality's functional directorates/ departments and understands strategic integration across these. Keeps abreast of latest developments within HR information applications. Aligns the municipality's policies within the National Occupational Health and Safety Framework. Ensures that the municipality's policies (reward/remuneration) is aligned with appropriate legislative governance and other directive requirements. Provide input into succession planning and Talent Management strategy and policy. Develop and maintain Human resource policies for the Municipality. Manage the HR budgeting process. Ensure compliance with all employment related legislation. Manage employment equity.

**NB: APOLOGIES FOR ANY INCONVIENCE CAUSED**

**NB: APPLICATIONS SUBMITTED WITHOUT THE OFFICIAL APPLICATION FORM WILL NOT BE CONSIDERED.**

Polokwane Municipality offers challenging opportunities, competitive packages,

and fringe benefits (Pension, Medical Aid, Housing Allowance, etc.) Polokwane Municipality Recruitment policy as well as the Personnel Code as approved by the council will guide the process.

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and the council's employment equity plan or targets and goals. For this reason, we require that **Race, Gender, and Disability status be specified. NOTE: Suitable candidates will be subjected to compulsory Pre- screening in the form of determining the validity of qualifications, current and previous employment reference checks, Criminal checks, Citizenship, credit record verification. Where applicable candidates will be subjected to a skills/ knowledge test.**

The form must be accompanied by a detailed CV, originally certified copies (not older than three months) of qualifications, ID, any other supporting documents and may be hand delivered to: **Polokwane Municipality Civic Centre at Cnr Landros Mare & Bodenstein Streets, POLOKWANE on the 08<sup>th</sup> Floor office no 802/ 9<sup>th</sup> Floor office no 907 OR BY POST TO: P O BOX 111, POLOKWANE, 0700. Att: HR Manager.**

**Closing Date: 8<sup>th</sup> February 2024  
Time: 12h30**

Late applications will not be considered. Should you not hear from us within four months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.

**Toll-Free Fraud Hotline: 0800 20 50 53  
or e-mail: [cdm@tip-offs.com](mailto:cdm@tip-offs.com)**

**ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/2004/2031**

**POLOKWANE MUNICIPALITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT.**

**THUSO NEMUGUMONI  
MUNICIPAL MANAGER**