

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

**DIRECTORATE: COMMUNITY SERVICES**

**Business Unit: Environmental Management**  
**Position: Superintendent:**  
**Mankweng/Molepo/Maja/Chuene/Sebayeng**  
**Salary: R466 481- R515 164**  
**(basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT\24/25/33**  
**Requirements:** National Diploma in Horticulture/Parks or Recreational Management or equivalent qualification. Valid driver's license. 2 -3 years' experience. Physically fit and able to work under pressure. Computer Literacy, travelling and willing to work after hours  
**Duties:** Responsible for the development, upgrading and maintenance of park and open spaces, cemeteries and nursery. Implementing projects in line with SDBIP and reporting on quarterly basis. Compile monthly reports. Manage Propagation of plant material. Ensure that health and safety procedure are adhered to. Ensure quality control by conducting inspections. Attend to complaints and public enquiries. Ensure effective use and maintenance of vehicles. Undertake research regarding the new developments.

**Business Unit: Waste Management**  
**Position: Senior Superintendent x 2**  
**(City/Molepo/Chuene Maja Clusters x 1 and Seshego/Moletjie Clusters x 1)**  
**Salary: R515 164- R568 740**  
**(basic salary per annum excluding benefits)**  
**Post Level: 05**  
**Reference: EXT/24/25/34**  
**Requirements:** National Diploma in Environmental Health or Environmental Management Sciences majoring in Waste Management or any equivalent qualifications. Three (3) years' experience in Waste Management. Valid driver's License, Code B/C1. Computer literate. Six days/ Shift work. Physical Fitness and strong interpersonal ability, Team leader, problem solving.  
**Duties:** Planning and Coordination of daily operation in waste management. Safe keeping of waste management facilities and equipment. Supervision and allocation of functions to subordinates. Compilation and demarcation of refuse removal routes. Training of subordinated in waste matters. Waste fleet Management and control. Monitor Implementation of EPWP Waste Sector. Travelling around to evaluate and monitor all activities done by Supervisors, Operators, Drivers and Labourers.

**Business Unit: Waste Management**  
**Position: Operators X10**  
**Salary: R265 054 – R300 681**  
**(basic salary per annum excluding benefits)**  
**Post Level: 10**  
**Reference: EXT/24/25/35**  
**Requirements:** Grade 10. 1 – 2 years' relevant experience in operating Hook lift/Crane truck and TLB/Front End Loader. Valid Driver' License code 14 with PDP (Public Driving Permit). Six days/ Shift work provision of refuse services system. Physical Fitness and strong interpersonal ability, Team leader, problem solving.  
**Duties:** Operate Hook lift/ Grab trucks and collect waste in transfer stations and illegal dumping hotspots. Do pre-trip inspection of the equipment and report any abnormalities. Clearing of illegal and loading of waste into trucks. Report incidents

and accidents, and ensure equipment is not overloaded. Daily reporting on transfer station management activities to the supervisor.

**DIRECTORATE: PUBLIC SAFETY**

**Business Unit: By- Law Enforcement & Security**  
**Position: Assistant Chief : Asset Protection**  
**Salary: R515 164- R568 740**  
**(basic salary per annum excluding benefits)**  
**Post Level: 05**  
**Reference: EXT/24/25/36**  
**Requirements:** Degree in Security or Risk Management/ Policing Administration or equivalent qualifications. Three (3) years experience. Firearm competency. PSIRA registered. Valid Driver's License. Implementing and managing key control procedures. Implement and monitor compliance with the Security Policy of the Municipality.  
**Duties:** Implement municipal security policies by ensuring compliance in accordance with Control of Access to Public Premises and Vehicles Act; Investigating security breach cases and reporting such matters to SAPS and/or other relevant law enforcement agencies. Perform Administrative and operational duties that include, Conducting security risk assessment and municipal Premises; Conducting vehicle and firearm inspections and conducting security awareness campaigns. Effectively manage the implementation of Firearm Control Act, 60 of 2000, by developing and implementing Firearm Control Policies, administer municipal firearms, coordinate firearm trainings, manage the performance of subordinates; and provide advice and leadership. Monitor and implement all asset protection functions that include, Deployment of physical security and maintenance of security systems within the municipality.

**Business Unit: By- Law Enforcement & Security**  
**Position: Superintendent: Asset Protection**  
**Salary: R466 481- R515 164**  
**(basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT/24/25/37**  
**Requirements:** National Diploma in Security/Risk Management/ Policing Administration or equivalent qualifications, Degree in the above field will be an added advantage. 2-3 years' experience and one (1) year should be at supervisory level. Firearm competency. Valid Driver's License. Physically fit, shift work and be prepared to work under pressure.  
**Duties:** Supervision of shift law enforcement and security officers. Allocation of duties to shift law enforcement and security personnel. Conduct security awareness training to all staff members. Investigation of all cases of security breaches and report to SAPS and to other relevant law enforcement agencies for further handling. Ensure that security officers comply with standard operating procedures. Conduct Threat Risk assessment (TRA) and Security Surveys at all Municipal properties and pre- events and mitigate. Conduct site inspection at Municipal sites to ensure proper deployment and compliance to physical and Minimum Information Security Standards. Coordinate vetting of all municipal employees and contractors. Liaise with relevant stakeholders for security audits at municipal premises and for joint operations.

**Business Unit: Environmental Health Services**  
**Position: Environmental Health Practitioner**  
**Salary: R466 481- R515 164**  
**(basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT/24/25/38**  
**Requirements:** National Diploma in Environmental Health or any other relevant qualification. Registration with HPCSA. 2-3 years' relevant experience. Computer literate (MS Office applications) Valid driver's license. Planning Organizational awareness Attention to detail Use of technology Evaluation and Research Information management Project management Discipline specific skills Data processing and analysis Interpersonal relationships Communication Service delivery orientation  
**Duties:** Visit specific premises and observing and recording outcomes of the production, distribution and consumption areas and the storage, handling and processing sequence. Access and analyse the adequacy of structural design to accommodate specific business operations with consideration given to ventilation, lighting, emission and waste extraction systems. Attend to complaints related to health and safety nuisance and records observations. Enforcing compliance to specific procedures and measures on residents, commercial and industrial businesses. Create awareness and attend to enquiries on specific environmental health legislative requirements for registration and licensing requirements. Participate in educational talks on community based initiatives aimed at improving the quality of life through acceptable practices and/ or the need for change to eradicate threats to environmental health.

**Business Unit: Disaster Management**  
**Position: Chief: Fire & Emergency Services**  
**Salary: R659 856**  
**(basic salary per annum excluding benefits)**  
**Post Level: 03**  
**REF: EXT\24/25/39**  
**Requirements:** B- Tech or Degree in Fire Technology or related equivalent qualifications. 12 year's experience of which six years should be in supervisory level in an established fire Service. Code C1 drivers licence. Possible explosive to highly uncommon portable conditions. Extended operations and unusual hours. Exposure to high risk and dangerous conditions.  
**Duties:** Oversee the implementation of fire related law enforcement within the municipality. Oversee the approval building and installation plans, rezoning-, sub-divisions, deviation applications and rational designs and recommending approval/non-approval. Manage response to all incidents emergency services on request and demand. Extending Fire & Emergency Services to all areas by submissions to the Integrated Development Plan; Developing and manage the implementation of a comprehensive fire safety plan for the jurisdictional area; Developing and monitor the implementation of disaster resilience and Integrated Corporate Disaster Management plan; Directing the enforcement of National, Provincial and local fire codes and regulations and the preparation and adoption of appropriate ordinances Performing Peace Officer duties related in the application and enforcement of any other statutory powers granted under any other legislation pertaining to Fire Brigade Services. Implement staff development and training to

achieve overall objectives Map out initiatives and interventions necessary for the delivery of a professional and quality service with due consideration given to the needs of the targeted beneficiaries and priorities requiring attention.

**Business Unit: Disaster Management and Fire Services**  
**Position: Divisional Officer- Fire Safety**  
**Salary: R466 481- R515 164**  
**(basic salary per annum excluding benefits)**  
**Post Level: 06**  
**REF: EXT\24/25/40**  
**Requirements:** Grade 12, Diploma in Fire Technology or equivalent qualification from an accredited institution. Level 3 First Aid. Fire Fighter 1 and 2. Haz-Mat Awareness. Haz-Mat First Responder. Law Enforcement Officer. Advanced Fire prevention course will be an added advantage. No Criminal record. Code EC driver's license will be an added advantage. 10 year's relevant experience in an established fire Service. Experience as Station Officer Fire Safety of 5 years will be required. Must be 100% physical fit. No mental illness. No fear of height. Not claustrophobic. Not dependent on any chronic medications. Not epileptic. Good communications skills. Computer Literate MS Word. Knowledge of fire Safety Codes Standards and by- laws. Knowledge of fire Safety Standards Operating Procedures and Policies. Knowledge and ability to participate in emergency planning response.  
**Duties:** Attending to emergency calls and management of incidents when relevant, deployment at events and special services as VOC representative. Pre- event fire safety inspection and evaluation. Selection day to day administrative tasks and daily planning of section activities. Compiling investigation reports. Liaise with professional teams, evaluating and consideration of rational designs, scrutinizing of building plans, including LPG installations and major Hazardous installations including bulk storage. Inspections of site meeting of developed sites and those under construction, occupation inspection. Keeping and maintaining of all relevant fire safety records for insight as needed. Report directly to the Deputy Chief Fire Officer. Advice on fire safety issues where applicable. Law enforcement on transporting and storage of dangerous and hazardous goods inspections and issuing of permits. Monitor and advise on all unsafe municipal facilities with regards to Fire and Safety.

**Business Unit: Disaster Management**  
**Position: Station Officer- Fire Safety**  
**Salary: R422 417- R466 481**  
**(basic salary per annum excluding benefits)**  
**Post Level: 07**  
**REF: EXT\24/25/41**  
**Requirements:** Grade 12, Diploma in Fire Technology or equivalent qualification from an accredited institution. Level 3 First Aid. Fire Fighter 1 and 2. Haz-Mat Awareness. Haz-Mat First Responder. Law Enforcement Officer. Advanced Fire prevention course will be an added advantage. No Criminal record. Code EC driver's license will be an added advantage. 7 year's relevant experience in an established fire Service, of which 3 years as at supervisory level. Must be 100% physical fit. No mental illness. No fear of height. Not claustrophobic. Not dependent on any chronic medications. Not epileptic. Good communications skills. Computer Literate MS Word. Knowledge of fire Safety Codes Standards

and by- laws. Knowledge of fire Safety Standards Operating Procedures and Policies. Knowledge and ability to participate in emergency planning response.  
**Duties:** Attending to emergency calls and management of incidents. Pre- event fire safety inspection and evaluation. Compiling of Fire Safety reports. Responding and attending to emergency calls when relevant. Taking and recording of flow tests at new and existing premises. Inspection of trucks transporting dangerous, HAZMAT and flammable cargo. Co-ordination of servicing of fire extinguishers and fire equipment in municipal facilities. Attend and report to Divisional Officer Fire Safety on a daily basis.

**DIRECTORATE: CHIEF OPERATIONS OFFICE**

**Business Unit: Communications and Marketing**  
**Position: Manager: Communications and Marketing**  
**Salary: R848 097**  
**(basic salary per annum excluding benefits)**  
**Post Level: 01**  
**Reference: EXT/24/25/42**  
**Requirements:** A Degree in Communication, Marketing, Public Relations, Journalism, or an equivalent qualification (NQF Level 7). A minimum of 5–8 years of relevant experience, with at least 3 years at a supervisory level. Demonstrated experience in communication disciplines, including media liaison, research, and development communication.  
**Knowledge and Skills:** Proven ability to review, develop and implement communication strategies. Competence in managing unplanned and urgent communication needs. Ability to collaborate effectively with heads of various functions to ensure coherent messaging. High- level stakeholder management and liaison skills. Ability to handle complex communication tasks and convey messages clearly to ensure understanding. In-depth knowledge of municipal and sector legislation, as well as relevant government protocols. Budget management skills specific to a communications environment. Excellent written and verbal communication skills, including professional editing capabilities.  
**Duties:** Establish, review, and strengthen communication coordination structures within the Municipality to ensure the effective dissemination of municipal communication content, particularly to leaders and structures. Support initiatives aimed at enhancing the local government communication system by interfacing with strategic Intergovernmental Relations (IGR) structures at the local level. Provide communication support for integrated service delivery models across government sectors.

Develop and maintain effective stakeholder relations within the Municipality. Compile and distribute quarterly municipal newsletters. Ensure regular updates to the municipal website and social media platforms, in compliance with relevant publication and information-sharing regulations. Serve as the official spokesperson and key media liaison for Polokwane Local Municipality. Facilitate the preparation of appropriate responses to media inquiries. Develop and implement media relations strategies, policies, and programmes. Lead public relations initiatives, including community engagement and public awareness campaigns.

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 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 a personnel suitability check (Criminal record, Citizenship, credit record, qualifications verification, and employment verifications). Where applicable candidates will be subjected to a skills/ knowledge test.**

Applications for the positions listed above must be submitted through the Polokwane Local Municipality portal. Please note that faxed and email applications will not be considered. **To apply go to <https://apply.polokwane.gov.za/>**

Each application must be accompanied by a detailed CV, certified copies (**not older than six months**) of qualifications, ID and any other supporting documents; to be uploaded on the portal.

**Closing Date: 20 June 2025**  
**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.

Polokwane Municipality strongly warns the public to stay alert as scammers posing as municipal officials are deceiving unsuspecting individuals with false promises of employment opportunities. Don't be a victim, stay vigilant and never fall for these fraudulent scams.

Remember: If you pay a bribe for a job or tender, you are not just a victim, you are part of the corruption. If you receive any suspicious communication, report it immediately to the South African Police Service (SAPS). **Toll-Free Fraud Hotline: 015 290 2642/2628** email: [Fraudhotline@polokwane.gov.za](mailto:Fraudhotline@polokwane.gov.za).



**ENQUIRIES: Acting Manager: Human Resources Management, Ms. Mosima Makgato, Tel No: 015 290 2116/2004/2031**

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**THUSO NEMUGUMONI**  
**CITY MANAGER**

**Business Unit: Internal Audit**  
**Position: Chief Audit Executive**  
**Salary: R848 097**  
**(basic salary per annum excluding benefits)**  
**Post Level: 01**  
**Reference: EXT/24/25/43**  
**Requirements:** Bachelor's degree in Accounting/ Internal Auditing or equivalent. Completed/studying towards CIA or CISA will be an added advantage 5-8 years' experience in one or more of the following fields (Financial/Operational Auditing External, Auditing, Information Systems/Computer Auditing) of which 3 years at Supervisory level.  
**Knowledge and Skills:** Extensive knowledge of MFMA, MSA, Treasury Regulations and IIA standards. Extensive knowledge of internal audit methodologies, tools, systems, and procedures. Extensive knowledge of Risk Management Framework and King Code. Knowledge of policy formulation processes, Computer – assisted Auditing tools (CAATS) and other Beneficial Electronic Audit Tools Support (BEATS) Advanced MS Word and EXCEL skills · Valid driver's license  
**Duties:** Provide strategic direction to the Audit unit. Manage the coordination of the establishment of Audit committee. Monitor the logistical support to the committee. Inform the Audit Committee of new developments, emerging trends and latest technologies in the profession. Develop and manage on annual audit plans for the municipality for the year in prospect. Manage, lead and control the Audit assignments according to the norms and standards. Demonstrate a good knowledge base of governance, controls and risk management. Develop, manage and Audit budgets in line MFMA requirements. Review audit reports and manage the follow ups of audit findings and agreed actions. Assist the City Manager in coordination of work in maintaining relationships with the Auditor- General for improved communication and reporting. Be responsible for performing and overseeing aspects of the internal audit activities that encompass planning, execution, and reporting that drives results, accountability and the perception of real value. Communicating with the City Manager and Audit Committee Chairperson on specific Key Performance Areas (Internal Audit communication, relationship management, strategic policy implications) with a view to aligning functions and objectives;

**Business Unit: Legislative Support**  
**Position: MPAC Researcher**  
**Salary: R466 481- R515 164**  
**(basic salary per annum excluding benefits)**  
**Post Level:06**  
**Reference: EXT/24/25/44**  
**Requirements:** National Diploma/ B- Degree in Public Administration/ Management/ Financial Accounting or relevant qualifications. Three (3) years' relevant experience. MFMP will be an added advantage. Knowledge of Municipal Financial Management, Municipal operations and performance reporting requirement with profound understanding of Municipal / Local Government Systems and oversight responsibilities. Must have good interpersonal relations and a high degree of ethics, Facilitation skills, and report writing skills. Ability to conduct research. Valid Driver's License.  
**Duties:** Provide and oversee administrative support to ensure functionality of the Committee. Ensure that MPAC reports are timely tabled in Council and track implementation of MPAC

resolution by council. Advice MPAC on accountability and oversight matters. Assist in

coordination and development of the oversight report to ensure compliance at all times. Draw the annual MPAC Programme in line with the Municipal cycle and source Municipal Council documents and reports that are needed for MPAC in order to perform its duties. Coordinate analysing of financial and performance reports including SDBIP, Annual reports and financial statements. Review and investigate all matters referred to the committee. Guide, establish, facilitate, coordinate and maintain stakeholder relations, Liaise with Internal Audit.

**Business Unit: Executive Support**  
**Position: Personal Assistant to the Executive Mayor**  
**Salary Package: R969 828,90**  
**(Total all-inclusive package per annum)**  
**Duration: Linked to the term of office of the Executive Mayor**  
**Reference: EXT/24/25/45**  
**Requirements:** Degree in Political Science or Social Science or any equivalent qualification. 3 years of experience in the executive environment. Fully computer literate. The ability to work under pressure ad abnormal hours. A valid driver's license. Willingness to attend to any ad hoc duties that may arise.  
**Duties:** Managing the dairy of the Executive Mayor. Control access to the Executive Mayor and prioritize appointments. Briefing the Executive Mayor daily on relevant matters. Prepare required documents for all meetings, conferences, and workshops. Arranging special events which are hosted by the Executive Mayor. Providing logistical support (accommodation and travel arrangements) for the Executive Mayor, VIP protector, and Driver. Ensure proper record-keeping of documents and confidentiality thereof. Consolidate relevant reports to Mayoral Committee or Council. Attending to any ad hoc duties that may arise. Managing the Executive Mayor's personal affairs. Drafting of submissions, memorandums, briefing notes, and other documentation as required. Drafting of submissions, memorandums, briefing notes, and other documentation as required. Liaise with district municipality and local municipalities, and institutions. Liaise with various media groups about Executive Mayor's press and radio interviews. Responding to and providing information to clients according to directives. Liaison with sponsors.

## DIRECTORATE: BUDGET AND TREASURY

**Business Unit: Revenue Management and Customer Care**  
**Position: Assistant Manager: Customer Care and Billing**  
**Salary: R659 856**  
**(basic salary per annum excluding benefits)**  
**Post Level: 03**  
**Reference: EXT/24/25/46**  
**Requirement:** Bachelor's Degree in Accounting, Finance or equivalent qualification. No criminal record. Five (5) years of working experience, of which three (3) years will be 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 Municipal financial systems.  
**Duties:** Monitor and control all activities regarding metering and invoicing services to accurate and timeous billing of customer accounts. Render property financial systems management services.

Ensure Corporate Policies and Strategies are implemented. Ensure excellent handling of accounts. Ensure that by-Laws and legislations pertaining to property and taxes and clearance certificates are adhered to. Oversee billing data verification, reconciliations, and adjustments to ensure compliance with financial standards. Ensure accurate, complaint, and timely consumer and related accounts management.

**Business Unit: Revenue Management and Customer Care**  
**Position: Accountant: Customer Care and Billing**  
**Salary: R466 481- R515 164**  
**(basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT/24/25/47**  
**Requirement:** National Diploma/B- Degree in Accounting or equivalent qualifications. No criminal record. Three (3) years' active experience in Revenue and Customer Care. Planning and Organizing skills, computer literacy, Report writing skills, and strong verbal and written communication skills. Must have a valid driving license. Knowledge of Munsoft, be able to uphold Batho- Pele principles. Be able to work in a team and under pressure.  
**Duties:** Ensure effective experience in Revenue and Customer Care. Supervise the Billing and Customer Care team. Ensure timeously billing of accounts. Monitor new connections and disconnections of water and electricity meters. Ensure deviation reports om water and electricity meters are maintained in an efficient and effective manner to ensure correct billing of accounts.

**Business Unit: Revenue Management and Customer Care**  
**Position: Accountant: Revenue Protection**  
**Salary: R466 481- R515 164**  
**(basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT/24/25/48**  
**Requirement:** National Diploma/ B. com in Accounting/ Financial Management or equivalent qualifications. No criminal record. Three (3) years' active experience in Revenue and Customer Care. Planning and Organizing skills, computer literacy, Report writing skills, and strong verbal and written communication skills. Must have a valid driving license. Knowledge of Munsoft, Be able to uphold Batho- Pele principles. Be able to work in a team and under pressure. Knowledge of Municipal Legislation, i.e Municipal Property Rates Act, Municipal Finance Management Act, Municipal Systems Act, etc.  
**Duties:** Regularly analyse water and electricity consumption or purchase patterns and inform energy and/ or Water Services of any irregularity for further investigations. Take control of incidents, implement tasks and instructions and assist in the minimisation of lost revenue due to technical and non- technical losses. Perform monthly Revenue Protection Officers in the field. Meter audit. Provide support with reconciliations of all revenue and receivable against Gender Ledger (GL). To assist in preparation of departmental reports as well as documentations of financial arrangements. Assist in internal and external (Auditor General) audits. Verify and validate journal entries in the financial system, ensuring accuracy and proper entry capture. Supervise, control tasks/activities associated with controlling personnel performance,

productivity, discipline facilitate revenue protection section. Review revenue's financial transactions

sales and business practices. Work with revenue management team and to help the Revenue and customer management in achieving revenue objectives. Work in compliance with municipality policies, bylaws and regulations.

**Business Unit: Revenue Management and Customer Care**  
**Position: Accountant: Debt Collection**  
**Salary: R466 481-R515 164**  
**(basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT/24/25/49**  
**Requirement:** National Diploma/B- Degree in Finance/Accounting or equivalent qualifications. Three (3) years' active experience in Revenue and Customer Care, two of which should be 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 able to uphold Batho- Pele principles. Be able to work in a team and under pressure  
**Duties:** Supervise Credit Control, Indigent Management and Debt Collection section. Authorize Control file for notices, blocking and cut offs daily. Consolidate data received from external debt collectors regarding handed over debt including legal collections and payment files and invoices. Manage all queries relating to credit control, debt collection and customer care offices daily. Responsible for the safe keeping of all Revenue official documents.

**Business Unit: Expenditure Management**  
**Position: Accountant: Expenditure x 2**  
**Salary: R466 481-R515 164**  
**basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT/24/25/50**  
**Requirement:** National Diploma/B- Degree in Taxation/Accounting or equivalent qualifications. Three (3) years' relevant experience. Planning and Organizing skills, computer literacy, Report writing skills, and strong verbal and written communication skills. Must have a valid driving license. Be able to uphold Batho- Pele principles. Be able to work in a team and under pressure  
**Duties:** Compile VAT reconciliations. Reconcile VAT reconciliations. Balance VAT suspense account. Knowledge of VAT regulation, Acts and circulars. Reconcile VAT invoice against VAT general ledger. Enquire and corresponds with SARS on VAT issues. Rectify segments errors through necessary journals. Submit VAT 201 returns to SARS and Enquire about refunds. Prepare and file VAT returns for VAT Audit. Provide and assist Auditors with VAT related matters. Register with SAIT.

**Business Unit: Supply Chain Management**  
**Position: Assistant Manager: Logistics Management**  
**Salary: R659 856**  
**(basic salary per annum excluding benefits)**  
**Post Level: 03**  
**Reference: EXT/24/25/51**  
**Requirement:** Bachelor's Degree in Accounting, Finance, Commerce, Logistics or Procurement/Supply Chain Management. No criminal record. Five (5) years of working experience, of which three (3) years will be 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  
**Duties:** Develop and manage an annual budget for the section and prepare and submit budget adjustments. Identify and project the budget requirements of the various projects. Monitor the utilization of the budget to ensure that expenditure is effectively managed and efficiently deployed within the timeframes. Identify and analyses reasons/causes for deviations against the allocated budget, justify any significant deviations from allocated budgets and implement corrective measures to address deviations. Monitor expenditure against the capital budget. Approve and monitor the procurement process for the section for the procurement of service providers according to stipulated financial parameters and technical specifications. Produce report on budget spending in relation to expenditure, deviations from the operational implementation of the division's budget, and submissions for the payment of service providers. Develop and manage an annual budget for the section and prepare and submit budget adjustments. Identify and project the budget requirements of the various projects. Monitor the utilization of the budget to ensure that expenditure is effectively managed and efficiently deployed within the time frame.

**Business Unit: Supply Chain Management**  
**Position: Assistant Manager Acquisition Management**  
**Salary: R659 856**  
**(basic salary per annum excluding benefits)**  
**Post Level: 03**  
**Reference: EXT/24/25/52**  
**Requirements:** Bachelor's Degree in Accounting, Finance, Commerce, Logistics or Procurement/Supply Chain Management. No criminal record. Five (5) years of working experience, of which three (3) years will be 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  
**Duties:** Coordinate the establishment of the committee. Manage that normal acquisition process are followed. Establish and maintain supplier relation and performance. Manage supplier data base. Manage the selection of service providers and verify compliance therefor. Manage the purchase of purchasing stock. Manage the process of submission of quotations. Validate the order of purchase. Monitor order for receiving of stock. Manage validate. And confirm the tender application documents received. Analyse and confirm the evaluation report. Monitor bid awarding process and reporting to external stakeholder (department of treasury, Coghsta). Identify the key deliverables and immediate goals detailed in the Council's Integrated Development Plan. Develop and strengthen relationship within and outside the municipality. Conduct appraisals to measure performance against agreed objectivities, counsel and consult with personnel on developmental goals, career paths and short term targets and standard.

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**ENQUIRIES: Acting Manager: Human Resources Management, Ms. Mosima Makgato, Tel No: 015 290 2116/2004/2031**

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**THUSO NEMUGUMONI**  
**CITY MANAGER**

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

**Business Unit: Supply Chain Management**  
**Position: Contract Monitoring & Evaluation Administrator**  
**Salary: R422 417- R466 481**  
**(basic salary per annum excluding benefits)**  
**Post Level: 07**  
**Reference: EXT/24/25/53**  
**Requirement:** National Diploma in Accounting, Finance, Commerce, Logistics or Procurement/Supply Chain Management. No criminal record. Three (3) years of working experience in Supply Chain Management. Planning and Organizing skills, computer literacy, Report writing skills, and strong verbal and written communication skills. Must have a valid driving license. Knowledge of financial management and applicable legislation pertaining to Supply Chain Management processes  
**Duties:** Monitor the contractors continuing performance against contract obligations. Coordinate inputs from different SBU's for contract performance and ensure reporting thereof. Implement the operational requirements of contract process and systems. Review and monitor contracts for legal, SCM compliance, for expiry and exceptions. Review contractual payments and obligations. Monitor and report on contract variations and amendments. Monitor the contracts to ensure cost, service and quality requirements are met. Monitor that the suppliers meet defined requirements, goals and targets. Update the Contract Register and the deviation register. Drafting termination letters. Updating the commitments register. Updating the irregular expenditure register. Monitor contract management system. Facilitate contract negotiations. Filing all relevant documents. Identify and report any non-compliance and conflict issues which may need remedial action for contract services level agreement matters. Monitor and facilitate the renewal and development of new contracts prior to contract expiry date, thereby ensuring contract closest-out extension or renewal. Establish and monitor contract database and all associated files. Allocate duties and resources to subordinates. Provide inputs in the development, review policies and implement such policies.

## DIRECTORATE: WATER AND SANITATION

**Business Unit: Infrastructure Development, Planning and Reticulation Design**  
**Position: Manager: Infrastructure Development, Planning and Reticulation Design**  
**Salary: R848 097**  
**(basic salary per annum excluding benefits)**  
**Post Level: 01**  
**Reference: EXT/24/25/54**

**Requirements:** BSc /B- Tech in Civil Engineering or equivalent qualifications. 8 years' experience in

a position related to Water and Sanitation of which five years should be in middle management. Registration with a recognized engineering body will be an added advantage. Code B Driver's License. **Knowledge and Skills:** Must have thorough knowledge of Engineering Project Planning processes and Local Government Sector processes experience in Project Management, Technical design and Analytical Skills. Computer- aided engineering applications. Knowledge of legal compliance, technical report writing. Problem solving, decision making, teamwork, creativity, good communication skills, computer skills and people management skills. **Duties:** Manage Planning and implementation of water and sanitation infrastructure. Planning and evaluating proposed projects. Ensure compliance with Business Plan, implementation readiness study, technical report conditions, specifications and designs. Perform managerial duties regarding service delivery, including responding to public enquiries and complaints via correspondence. Ensure compliance with related legislative framework. Authorize expenditure within limits of budgetary provisions and agreements. Identifies and defines the immediate, short and long- term objectives/ plans associated with the functional utilization upgrading and maintenance of Municipal Infrastructure. Verify work of appointed service providers to ensure compliance.

**Business Unit: Infrastructure Development, Planning and Reticulation**  
**Position: Assistant Manager: Planning and Reticulation Design**  
**Salary: R659 856**  
**(basic salary per annum excluding benefits)**  
**Post Level: 03**  
**Reference: EXT/24/25/55**  
**Requirements:** BSc /B- Tech in Civil Engineering or equivalent qualifications. 3-5 years' experience in a position related to Water and Sanitation of which 2 should be in middle management. Registration with a recognized engineering body will be an added advantage. Code B Driver's License. Be Computer Literate (MS word, Excel, Powerpoint, GIS, Munsoft, PMS, and Design Software for Water & Sanitation). **Knowledge and Skills:** Must have thorough knowledge of Engineering Project Planning processes and Local Government Sector processes experience in Project Management, Technical design and Analytical Skills. Computer- aided engineering applications. Knowledge of legal compliance, technical report writing. Problem solving, decision making, teamwork, creativity, good communication skills, computer skills and people management skills. **Duties:** Assist the Manager by planning of infrastructure projects. Identify scope of work for new projects both rural and urban. Prepare business plans, Implementation readiness study's technical reports, specifications, and designs. Assist in coordination and planning for private developments. Ensure compliance with related legislative framework. Approval of building plans. Identifies and defines the immediate, short- and long- term objectives/ plans associated with the functional utilization upgrading and maintenance of Municipal Infrastructure.

**Business Unit: Infrastructure Development, Planning and Reticulation**  
**Position: Engineering Technician: Infrastructure Development**  
**Salary: R515 164- R568 740**

**(basic salary per annum excluding benefits)**  
**Post Level: 05**  
**Reference: EXT/24/25/56**  
**Requirements:** National Diploma in Civil Engineering or equivalent qualifications and three years post trade test. Three (3) years' experience in a position related to Water and Sanitation of which 2 should be in middle management. Registration with a recognized engineering body will be an added advantage. Code B Driver's License. Be Computer Literate (MS word, Excel, PowerPoint, GIS, Munsoft). **Knowledge and Skills:** Technical proficiency in engineering principles and software. Strong problem- solving and analytical thinking skills. Attention to detail and strong math skills. Ability to follow detailed directions. Knowledge of research and testing methods. Understanding of engineering concepts. Excellent interpersonal and teamwork skills. **Duties:** Plan design and monitor the construction of water and sanitation projects. Evaluate proposed projects for feasibility and compliance. Ensure adherence to legal requirements and conditions. Manage projects cash flow and verify payment certificates. Ensure high –quality project outcomes. Develop and implement project management and planning strategies. Maintain effective communication, report writing, and computer literacy skills.

**Business Unit: Water Reticulation, Water Demand & Conservation**  
**Position: Assistant Manager: Operations & Maintenance**  
**Salary: R659 856**  
**(basic salary per annum excluding benefits)**  
**Post Level: 03**  
**Reference: EXT/24/25/57**  
**Requirements:** Degree in Civil/ Mechanical Engineering or equivalent qualifications with specialty in Water and Sanitation. 3-5 years post experience in Water Services/ Technical Services. Registration with a recognized engineering body will be an added advantage. Code B Driver's License. **Knowledge and Skills:** Must have thorough knowledge of Engineering Project planning processes and Local Government Sector processes technical design analytical skills. Computer- aided engineering applications. Knowledge of legal compliance, technical report writing. Problem solving, decision making, teamwork, creativity, good communication skills, computer skills and people management skills. **Duties:** Ensure sustainable supply of water and sanitation services to all residents. Overseeing the daily operations and maintenance activities, including managing technicians, superintendents and artisans responsible for operating and maintaining water and sanitation infrastructure.

Ensuring that the water services provision function meets all legislative and regulatory

requirements. Implementing contingency plans to deal with emergency provision of water and sanitation. Developing, implementing and controlling a maintenance and asset management budget and plan. Ensuring that all operations comply with regulatory and safety standards, including the preparation of required reports and documentation.

**Business Unit: Water Reticulation, Water Demand & Conservation**  
**Position: Superintendent: Maintenance (City)**  
**Salary: R466 481- R515 164**  
**(basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT/24/25/58**  
**Requirements:** National Diploma in Civil / Mechanical Engineering or Equivalent qualifications with specialty in Water and Sanitation plus Trade test. 3-5 years' experience in Water Services/ Technical Services. Code C Driver's License. Knowledge and understanding of the legislative framework and environment applicable to the provision of Water and Sanitation Services. Basic knowledge of the Basic Conditions of Employment Act and Occupational Health and Safety Act. Understanding of the Municipal Systems Act. Problem – Solving, assertiveness, and good verbal and written communication skills. **Duties:** Overseeing the daily operations and maintenance activities, including managing Foreman's, Artisans and General workers responsible for operating and maintaining water and sanitation infrastructure. Implementing contingency plans to deal with emergency provision of water and sanitation. Monitoring term contractors and ensuring that works carried out complies with the municipal norms and standards. Implementing contingency plans to deal with emergency provision of water and sanitation. Implementing and controlling a maintenance and asset management plan. Ensuring that all operations comply with regulatory and safety standards, including the preparation of required reports and documentation.

## DIRECTORATE: ENERGY SERVICES

**Business Unit: Energy Services: Operations & Maintenance**  
**Position: Manager Energy Services: Operations & Maintenance**  
**(Re- advertisement)**  
**Salary: R848 097**  
**(basic salary per annum excluding benefits)**  
**Post Level: 01**  
**Reference: EXT/24/25/59**  
**Requirements:** Bachelor Degree in Electrical Engineering or equivalent and a **Government Certificate of competency**, ECSA registration, and Project Management will be an added advantage. 5-8 years of related experience with two (2) years in a managerial position. Must be fit to work under normal and abnormal conditions, electrical by-laws, MFMA and PFMA knowledge. Management skills, leadership, training skills, report writing and presentation skills, good human relation skills, and computer literacy **Duties:** Manage and control the operations & maintenance of the electrical network for the city. Management of all capital & maintenance projects that are energy-related. Financial management of projects and maintenance of discipline. Risk analysis and OHS compliance. Management of the budget provisioning for the electrical network.

**Business Unit: Energy Services: Operations & Maintenance**  
**Position: Senior Engineering Technician 11 KV Operations**  
**Salary: R583 021- R612 720**  
**(basic salary per annum excluding benefits)**  
**Post Level: 04**  
**Reference: EXT/24/25/60**  
**Requirements:** National Diploma in Electrical Engineering or equivalent plus Trade Test. 3 years' relevant experience. Must have Code 8 Drivers License. Knowledge and Skills. Active listening knowledge and skills. Report writing skills. Structuring and recording facts and feelings knowledge and skills. Effective Techniques of Questioning knowledge and skills. **Duties:** Supervising the load flow on the 11 KV system to provide a safe and uninterrupted power supply. Control all substations alarms and events; and take the necessary action to restore power. Provide support with low voltage layouts on the network. Supervise the record keeping of all low voltage operating instructions. Control the updating of all substations remote transfer units with all new alterations on the 11 KV System. Updating normally open point on the 11 KV network. Monitor that the work is performed within the safe working standards. Monitor that the unit complies with the terms of the distribution license conditions. Supervise the monitor illegal switching of the 11KV network. Enforce adherence to the relevant legislation. Monitor proper operation, utilization and regular servicing and safety of vehicles, machinery and equipment.

**Business Unit: Energy Services: Operations & Maintenance**  
**Position: Senior Technical Assistant 66kV**  
**Salary: R466 481- R515 164**  
**(basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT/24/25/61**  
**Requirements:** National Diploma in Electrical Engineering plus relevant Trade Test. 3 years' relevant experience with High Voltage Knowledge. Must have Code C1 driver's license with PDP **Duties:** Supervision of battery maintenance and recommend replacements where necessary. Control the maintenance of electrical equipment's in the electrical unit (i.e. high voltage switch ear panels, low voltage network etc.) Conduct physical inspection of all substation activities. Monitor illegal connection switching of the 66KV network. Record & capture monthly electrical substations Data. Handle physical verification of load shedding. Supervision and maintenance of high/medium voltage equipment's. Oversee the execution of daily tasks by subordinates/ functional management of subordinates.

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 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 a personnel suitability check (Criminal record, Citizenship, credit record, qualifications verification, and employment verifications). Where applicable candidates will be subjected to a skills/ knowledge test.**

Applications for the positions listed above must be submitted through the Polokwane Local Municipality portal. Please note that faxed and email applications will not be considered. **To apply go to <https://apply.polokwane.gov.za/>**

Each application must be accompanied by a detailed CV, certified copies (**not older than six months**) of qualifications, ID and any other supporting documents; to be uploaded on the portal.

**Closing Date: 20 June 2025**  
**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.

Polokwane Municipality strongly warns the public to stay alert as scammers posing as municipal officials are deceiving unsuspecting individuals with false promises of employment opportunities. Don't be a victim, stay vigilant and never fall for these fraudulent scams.

Remember: If you pay a bribe for a job or tender, you are not just a victim, you are part of the corruption. If you receive any suspicious communication, report it immediately to the South African Police Service (SAPS). **Toll-Free Fraud Hotline: 015 290 2642/2628** e mail: [Fraudhotline@polokwane.gov.za](mailto:Fraudhotline@polokwane.gov.za).



**ENQUIRIES: Acting Manager: Human Resources Management, Ms. Mosima Makgato, 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**  
**CITY MANAGER**

**Business Unit: Energy Services: Operations & Maintenance**  
**Position: Foreman 11KV OPS (Maintenance + Construction)**  
**Salary: R422 417- R466 481**  
**(basic salary per annum excluding benefits)**  
**Post Level: 07**  
**Reference: EXT/24/25/62**  
**Requirements:** National Diploma in Electrical Engineering with Trade Test. Wiring certificate SANS 10142-1:2003. 2 years working experience in electrical environment. Must have Code C1 driver's license with PDP. Six-day worker, physically fit. Required to work outside normal working hours during emergencies. Work in all weather conditions.  
**Duties:** Attend and investigate complaints received. Liaise with the community regarding complaints received. Construct and install new or upgrade existing electrical networks including cables, transmission lines, transformers, substations, streetlight networks, traffic lights etc. Plan and prioritize daily activities of the team. Conduct visual inspection and testing on the quality of work being carried out. Perform cable testing and fault finding. Enforce adherence to the relevant legislation. Monitor proper operation, utilization and regular servicing and safety of vehicles, machinery and equipment. Conduct safety audits. Performs accidents investigations. Monitor the completion of log sheets and time sheet. Supervise the accuracy of the job card. Supervise weekly and monthly plan (work planning). Investigate injury on duty and facilitate the completion of forms. Monitor vehicle logbook and complete after daily operations. Check machinery and equipment for defaults. Monitor individual performance, in accordance with performance objectives, daily. Resolve conflict situations appropriately.

**Business Unit: Energy Services: Operations & Maintenance**  
**Position: Technician - Protection**  
**Salary: R 373 112- R412 173**  
**(basic salary per annum excluding benefits)**  
**Post Level: 08**  
**Reference: EXT/24/25/63**  
**Requirements:** National (N/T/S) Diploma in Electrical Engineering Heavy Current. Minimum 2 years' experience in the maintenance of electricity distribution protection systems. Code EB Driver's license.  
**Duties:** Perform maintenance of power systems protection equipment to ensure correct operation under fault conditions. Modify panel wiring and drawings according to approved new designs. Test switchgear panels and equipment to determine if equipment complies with minimum requirements to be safely energised. Locate high- and medium voltage underground pilot cable faults. Perform soil resistivity tests for new and existing installations. Program and maintain voltage regulating relays to comply with NRS048 requirements

**Business Unit: Energy Services: Operations & Maintenance**  
**Position: Electrician x 5**  
**Salary: R 314 272 - R364 071**  
**(basic salary per annum excluding benefits)**  
**Post Level: 09**  
**Reference: EXT/24/25/64**  
**Requirements:** Grade 12/N3 Certificate in Electrical Engineering with Trade Test. Wiring certificate SANS 10142-1:2003. 2 years working experience in electrical environment. Must have Code EC1 driver's license with PDP. Six-day

worker, physically fit. Required to work outside normal working hours during emergencies. Work

in all weather conditions.  
**Duties:** Coordinate specific pre-work/site requirements with regard to installation, repairs and planned and predictive maintenance. Operate on the high voltage system, to protect life and equipment, whilst not interrupting power flow, or minimizing power failures to the consumers. Maintaining all relevant high voltage & low voltage electrical equipment on the system with specialized electrical tools. Installing and constructing high voltage & low voltage electrical equipment to improve and upgrade the electrical network, with specialized electrical tools to better the electrical network. Provide effective construction and maintenance of robots. Install, replace and inspect electrical meters using specialized electrical tools. Testing and inspecting safety equipment. Provide the protection of life and equipment. Compile complaint records. Complete log sheets and time sheets.

**Business Unit: Energy Services: Planning & Development**  
**Position: Engineering Technician: Renewable Energy**  
**Salary: R515 164- R568 740**  
**(basic salary per annum excluding benefits)**  
**Post Level: 05**  
**Reference: EXT/24/25/65**  
**Requirements:** National Diploma in Electrical Engineering ECSA-Registration. will be an added advantage. 3 years' relevant experience. A Valid Driver's Code EB. Knowledge and Skills. Active listening knowledge and skills. Report writing skills. Structuring and recording facts and feelings knowledge and skills. Effective Techniques of Questioning knowledge and skills.  
**Duties** Design and implement Energy Efficiency and Renewable Energy through involvement in project implementation to minimize energy losses. Promote the use of IPPs (independent power producers) and renewables to produce Energy. Investigate and recommend Energy saving models by implementing Street Light Retrofits, Roof PV, Solar Farm, Solar water geysers etc. installations for municipal buildings to reduce losses. Conducting on site investigations and calculations on renewable energy and energy saving projects Install new technology metering and audit to prevent Energy losses and enhance revenue collection. Enforces safety rules. Safeguarding of machinery. Develop safety procedures. Performs safety audits. Performs accidents investigations. Responsible for setting control measures.

**DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT**

**Business Unit: Corporate Geo-Informatics**  
**Position: Manager: Corporate Geo-Informatics**  
**Salary: R848 097**  
**(basic salary per annum excluding benefits)**  
**Post Level: 01**  
**Reference: EXT/24/25/66**  
**Requirements:** B Degree/ B Tech in Geo-Informatics or related field, Registration with SAGC/PLATO as a Professional Land Surveyor. will be an added advantage. Valid Driver's license. A minimum of 5 years' working experience in Geomatics industry with 3 years' experience at a supervisory level. Knowledge of GIS Legislation, ArcGIS Software, MS Package, Survey Software, Project Management. Logical thinker, creative,

innovative, resourceful, problem-solving, negotiation skills, great communication & facilitation skills and customer care.  
**Duties:** Manage and coordinate GIS and Land survey activities by means of personal interaction to ensure the smooth operation of the SBU. Develop and Strengthen relationships within and outside the Municipality. Identify, prioritize, motivate budget and GIS training needs as well as manage the drafting of the operational, capital and equipment budget for the section by means of personal interaction to ensure that the needs of the section are addressed and to ensure a competent workforce. Develop and manage an annual budget for the division and prepare and submit budget adjustments. Compile tender documents and assist with recommendation of consultants for appointment by means of personal interaction to ensure the effective and timeous execution of projects. Initiate and manage geographic information management and Land Survey projects within the municipality and the SBUs with municipal-wide GIS projects by means of personal interaction to ensure the effective and timeous execution of projects. Identify and establish partnership with external stakeholders for SBU related projects. Design and manage a strategic plan for the section by means of personal interaction to ensure the workflow continuity. Execute land survey services as required. Attend to problems and enquiries by subordinates, other officials, councillors, public and consultants within the municipality. Evaluate individual and team performance and address deviations from agreed performance indicators. Monitor symbology definitions and standardization of GIS data. Approve survey records of cadastral surveys, within the provisions of the Land Survey Act 8/1997.

**Business Unit: Property Management**  
**Position: Senior Property Officer x 3**  
**Salary: R515 164- R568 740**  
**(basic salary per annum excluding benefits)**  
**Post Level: 05**  
**Reference: EXT/24/25/67**  
**Requirements:** National Diploma/Degree in Real Estate or Property studies or Development Planning and/or Property Law. Valid driver's license Code: B (08), computer literacy, problem-solving. Minimum 3-4 years working experience in property management and project management environment. Intermediate Microsoft Word, Excel, PowerPoint skills: Map reading skills, Problem-solving skills. Internet skills operate in a Microsoft software environment.  
**Duties:** Perform all tasks regarding the sale, lease, exchange, and donation of the municipality's fixed property by means of compiling policy plans and analysing applications, attending of meetings, and writing of reports and recommendations to the Council. Perform all tasks regarding the registration of servitudes, closure of streets, and closure of parks in terms of MFMA, MATR, Ordinance, 17 of 1939 read together with Land Policy, 2013. Monitor all lease agreements and their expiry dates. Dealing with all property transfers within the municipal jurisdiction and attending to all queries from the public relating to property management. Analyse applications and write reports and recommend to Council Committee. The incumbent will also be responsible for the supervision of junior staff.

**Business Unit: City and Regional Planning**  
**Position: Senior Town Planner: Land Use Management**  
**Salary: R583 021- R612 720**

**(basic salary per annum excluding benefits)**  
**Post Level: 04**

**Reference: EXT/24/25/68**  
**Requirements:** Degree in Town & Regional Planning. Should be legible to register as a Professional Planner (Technical Planner in terms of Planning Professions Act (Act 36 of 2002) with SACPLAN. Must have knowledge of SAMOAC. Three (3) years' relevant experience. In-depth and working knowledge of areas of responsibility in town planning and building control. Knowledge and understanding of applicable legislation, regulations and policies. Computer literacy in Ms Office. Valid driver's license.  
**Duties:** Administer Land Use Applications i.e. Township establishment, Land Development applications. Removal of Restrictive Title conditions and Rezoning Applications and Townships registers. Facilitating meetings and pre- application consultations. Attending of Municipal Planning Tribunal meetings and hearings. Provide technical support and advisory services. Provide SPLUMA compliance certificates for townships, excisions and others. Executes law enforcement with regards to land use management.

**Business Unit: City and Regional Planning**  
**Position: Junior Town Planner: Land Use Management**  
**Salary: R422 417- R515 164**  
**(basic salary per annum excluding benefits)**  
**Post Level: 7/6**  
**Reference: EXT/24/25/69**  
**Requirements:** National Diploma in Urban/Town and Regional Planning. Two (2) years of working experience in Land Use Management. Experience in a Municipal environment will be an added advantage. Valid driver's license. Good communication and report writing skills. Computer literate.  
**Duties:** Circulate and process all land use applications. Assist in the evaluation of land use applications. Give support base to the Town Planners. Process and issue Regulation 38 certificates. Conduct site inspections. Circulate file to GIS/Finance after the proclamation. Facilitate Land Use Management meeting and distribute agendas to affected stakeholders. Prepare execution letters after meetings. Attend meetings as and when required. Attend to public enquiries and all general land use matters.

**Business Unit: Human Settlements**  
**Position: Project Coordinator x 4**  
**Salary: R466 481- R515 164**  
**(basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT/24/25/70**  
**Requirements:** Degree in Building Science/B-Tech/National Diploma in Built Environment (Architects, Quantity Surveying, Civil Engineering and Structural Engineering) or equivalent. Advanced Project Management Certificate will be added advantage. Valid driver's license Code: B (08). Registration as a Professional will be added advantage. Minimum 3 - 5 years relevant experience, working in the municipal environment-Human Settlement Unit. Extensive Knowledge of technical aspect of the construction. Good knowledge and understanding of Human Settlement Policies and National Building Regulations. Good interpersonal and Communication skills. Computer Literacy and analytical skills.  
**Duties:** Ensure an effective coordination of

Human Settlement Projects. Render an extensive technical support and to evaluate proposed projects in alignment with relevant legislation and policies. Ensure compliance with the quality of work and occupation on completed structure, in order to ensure that the beneficiaries occupation is in accordance with Regulations, by-laws and Legislations. Coordinate all Human Settlement Housing Projects to ensure timely and effective Project Development and Completion by; Conducting daily inspections and provide reports. Use Project scheduling and control monitoring tools for projects programmes. Manage contemplated change notice/variation orders. Ensure preparation of completion certificates and all required projects close-out reports. Effectively communicate relevant project information to the project team. Achievement of Safety, Health Environment, Risk and Quality (SHERQ) Standards for the Projects by conducting daily checks on compliance and provide standard reported feedback to the Safety Manager on Site.

**DIRECTORATE: CORPORATE AND SHARED SERVICES**

**Business Unit: Human Resources Management**  
**Position: Manager: Human Resources Management (Re-advertisement)**  
**Salary: R848 097**  
**(basic salary per annum excluding benefits)**  
**Post Level: 01**  
**Reference: EXT/24/25/71**  
**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, BCEA and 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.

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**Closing Date: 20 June 2025**  
**Time: 12H30**

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Remember: If you pay a bribe for a job or tender, you are not just a victim, you are part of the corruption. If you receive any suspicious communication, report it immediately to the South African Police Service (SAPS). **Toil-Free Fraud Hotline: 015 290 2642/2628** email: [Fraudhotline@polokwane.gov.za](mailto:Fraudhotline@polokwane.gov.za).



**ENQUIRIES: Acting Manager: Human Resources Management, Ms. Mosima Makgato, Tel No: 015 290 2116/2004/2031**

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**THUSO NEMUGUMONI**  
**CITY MANAGER**

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

**Business Unit: Human Resources Management**  
**Position: Assistant Manager: Recruitment**  
**Salary: R659 856 (basic salary per annum excluding benefits)**  
**Post Level: 03**  
**Reference: EXT/24/25/72**  
**Requirements:** Bachelor's Degree in Human Resources Management/Management Sciences related field or equivalent. 3-5 years working experience in human resource environment of which 2 years must be at supervisory level. Recruitment related experience in municipal environment will be an added advantage. Valid driver's licence. Must be computer literate. Must possess the following attributes: empathy, ethical behaviour, objectivity, flexibility, logical thinking, ability to work under pressure, integrity, confidentiality, patience, ability to prioritize tasks, positive attitude towards work and employees irrespective of their status, ability to work in a team and high levels of professionalism. The nature of work entails travelling as well as working extended hours as and when required.  
**Duties:** Manage the administration/application of Recruitment and Selection processes in the municipality. Provide advice, guidance and/or information on the administration/application of recruitment processes, practices and relevant legislation to various stakeholders. Develop, review and ensure implementation of relevant policies, procedures and strategies. Supervision of subordinates attached to the sub-unit. Plan and monitor the implementation of the sub-unit's operational budget. Oversee compilation of reports on all recruitment related activities. Any other relevant duties associated with the position.

**Business Unit: Human Resources Management**  
**Position: Senior Labour Relations Officer**  
**Salary: R583 021- R612 720 (basic salary per annum excluding benefits)**  
**Post Level: 04**  
**Reference: EXT/24/25/73**  
**Requirements:** National Diploma/ Degree in Labour Relation/Human Resources Management or LLB Law equivalent 4 years' relevant experience required. Driver's License. Report writing skill, Communication Skills, Computer Literacy  
**Duties:** Coordinate procedures and processes associated with maintaining employee relations and industrial peace. Coordinate and represent the Polokwane Local Municipality at CCMA and Bargaining Council labour disputes. Facilitate and coordinate the grievance procedure and resolution mechanisms. Monitor and give advice regarding the handling of disciplinary offences and hearings. Monitor, facilitate and provide advice on matters relating to incapacity (poor work performance and ill health). Coordinate and facilitate labour relations training when requested or identified by officials. Coordinate and facilitate the functioning of the Local Labour Forum Coordinate and control tasks/ activities associated with monitoring personnel performance, productivity and discipline. Coordinate the development, implementation and maintenance of sound policies, procedures, strategies and systems and custody of policy manual.

**Business Unit: Human Resources Management**  
**Position: Senior Recruitment Officer**  
**Salary: R515 164- R568 740 (basic salary per annum excluding benefits)**  
**Post Level: 05**  
**Reference: EXT/24/25/74**  
**Requirements:** National Diploma in Human Resources Management or equivalent. Extensive knowledge of relevant legislation such as BCEA, LRA, EEA and SDA. Computer Literacy, interviewing, listening, observing, counselling, problem solving, communication, interpersonal, presentation skills. Valid driver's license. 3 years' experience specifically in recruitment. Highly motivated and ethical, analytical and capable of making sound decisions, ability to work in a high pressure environment and ability to work in a team.

**Duties:** Facilitate the capturing of applications.

Analyze and verify the long lists. Coordinate the short listing process. Facilitate the interview process. Coordinate the screening process. Draft appointment reports. Coordinate short listing and interview process. Coordinating vetting qualifications verifications and background checks on recommended candidates. Compile reports on all recruitment related activities. Ensure proper maintenance and up to date records. Supervise and mentor junior personnel attached to the position. Provide input during policy development review processes and ensure proper implementation thereof.

**Business Unit: Information Communication Technology**  
**Position: Assistant Manager: Business Information Systems**  
**Salary: R659 856 (basic salary per annum excluding benefits)**  
**Post Level: 03**  
**Reference: EXT/24/25/75**  
**Requirements:** Bachelor Degree or B-Tech in Computer Science/ Information Technology or relevant equivalent qualification. 3-5 years' experience of which 2 should be at supervisory level. Business Analyst, Data Base and application management, Project Management and Website development. Valid driver's license.  
**Duties:** Implement deliverables and immediate goals detailed in the councils Integrated Development plan in respect of Business Information Systems. Research on trends and expected outcomes to facilitate the provisioning of Business Information Systems during the functional budgeting process. Research and make recommendations on Software products and services in support of procurement and development efforts. Evaluate, install, configure and deploy new applications, systems software products and/or enhancement to existing applications throughout the enterprise. Manage the design and development of municipal website and intra- net as per requirements. Analyse documentation and technical specifications of any new application under deployment or consideration to determine its intended functionality. Develop and implement ICT systems policies. Manage that the system development processes (SDLC) are in line with systems policies. Manage projects related to business Application systems in line with applicable project management framework. Manage the implementation of ICT systems/ application operational risk.

**Business Unit: Facilities Maintenance**  
**Position: Quantity Survey Technician**  
**Salary: R466 481- R515 164 (basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT/24/25/76**  
**Requirements:** National Diploma in Quantity Surveying or any related field. 2-3 years' relevant experience. Code 8 Drivers License. Strong understanding of construction, material and contract law. Skills on project management and budgeting.  
**Duties:** Evaluate bills of quantities as submitted by consultants to verify that it complies with all building regulations and supply chain processes. Coordinate the implementation of projects. Preparation of contract documents, including bills of quantities. Verify that the specifications/brief

project. Perform building condition assessment. Plan the performance delivery process of the projects. Conduct site visits / meetings to ensure compliance with scope of work conditions. Undertaking costs analysis for repair and maintenance project work.

**Business Unit: Facilities Maintenance**  
**Position: Architectural Technician**  
**Salary: R466 481- R515 164 (basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT/24/25/77**  
**Requirements:** National Diploma in Architecture or any related field. 2-3 years' relevant experience in Built Environment. Code 8 Drivers License. Strong understanding of construction, material and contract law. Skills on project management and architectural design.  
**Duties:** Provide architectural advice and support to project Managers. Provide technical support to Project Managers in evaluating the quality, effectiveness and/or efficiency of solutions offered by consultants. Ensure that the required standards are being applied in the building process and report on such inspections. Coordinate the implementation of projects. Carry out the design, documentation and contract administration of building projects. Perform building condition assessment. Plan the performance delivery process of the projects. Conduct site visits/ meetings to ensure compliance with scope of work conditions. Undertaking cost analysis for repair and maintenance project work.

**Business Unit: Facilities Maintenance**  
**Position: Civil Artisan Superintendent**  
**Salary: R466 481- R515 164 (basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT/24/25/78**  
**Requirements:** National Diploma in Electrical/Mechanical /Civil engineering/ Electrical with Plumbing Trade Test. Wireman's License. 3 years' relevant experience. Code 8 Drivers License.  
**Duties:** Ensure that operational processes are executed through planning and assigning. Ensure electrical and plumbing work is carried out in accordance with procedure and safety standards. Perform service, modifications, installations and repairs within your area of accountability. Comply with legislation and organizational policies and procedures. Apply good financial processes and accountability. Ensure a high level of customer satisfaction through the provision of effective service delivery. Provide effective and efficient people management and apply good work ethics

## DIRECTORATE: ROADS SERVICES

**Business Unit: Public Transport Infrastructure Development**  
**Position: Senior Engineering Technician: New Construction Works**  
**Salary: R583 021- R612 720 (basic salary per annum excluding benefits)**  
**Post Level: 04**  
**Reference: EXT/24/25/79**  
**Requirements:** National Diploma or B. Tech in Civil Engineering. Certificate in project management will be an added advantage. Three (3) years' relevant experience of which 2 years must be at middle management. Communication skills, Computer Literacy, especially Microsoft Excel and word. Code C1/B driver's license. Must be willing to work extraordinary hours. Occasional lifting and moving of equipment's ranging from 1 to 50kg. Eye coordination is essential to operate drafting instruments, computers and survey equipment's.  
**Duties:** Plan and design construction of roads, storm water systems and private development designs in order to achieve reliable and quality roads and storm water systems: review project specifications and consult with the Assistant

Manager concerning assistance required such as plan preparation, acceptable testing, evaluation of field condition, design changes and reports. Provide inputs in the design and development of civil engineering projects; monitor and coordinate specialist engineering assignment for design drafting, estimating and operations control. Coordinate the preparations and review of contract drawings and documents and draft specifications, prepare tender documents and contribute in the procurement of civil engineering service providers. Be able to evaluate public issues and options pertaining to projects hindrance and progress and provide alternatives and recommendations to management. Respond to public and other enquiries in relation to projects status, engineering policies and standard operating procedure in the relation to the executed projects.

**Business Unit: Public Transport Infrastructure Development**  
**Position: Senior Engineering Technician Private Development**  
**Salary: R583 021- R612 720 (basic salary per annum excluding benefits)**  
**Post Level: 04**  
**Reference: EXT/24/25/80**  
**Requirements:** National Diploma/Degree in Civil Engineering, Preferably Certificate in project management will be an added advantage. 4 years' relevant experience of which 2 years in middle management position Driver's License  
**Duties:** Develop code of practice / by-laws to regulate future and existing infrastructure development within the municipality. Provide inputs in the development of a new infrastructure development plan and monitor the schedule and track register for infrastructure development. Develop and provide regular updates on new developments to management. Develop plan for the upcoming city development and growth in accordance with the storm water master plan. Develop catchment management plans and monitor that the link on the systems is appropriately to tributaries and streams. Develop forecast plan pertaining to traffic operations, storm water system and any upcoming future developments. Analyse and review of contract drawings and documents. Monitor and confirm the designing, implantation, Testing and commissioning. Analyse and confirm topographical and horizontal control points on site review and confirm the researches on survey reports, maps, drawings, blue prints, aerial, topographical and geological data during project planning stage. Monitor compliance with approved way leave as required by Municipal standards, scope of work, projects specifications and plans to ascertain that the final project meets the expected project outcomes.

**Business Unit: Public Transport Infrastructure Development**  
**Position: Engineering Technician: New Construction Works**  
**Salary: R515 164- R568 740 (basic salary per annum excluding benefits)**  
**Post Level: 05**  
**Reference: EXT/24/25/81**  
**Requirements:** National Diploma in Civil Engineering or equivalent. 4 years' relevant experience of which 2 years in middle management position Driver's License. Engineering surveying setting out detail and control points. Must have Code B/C1 driver's license. Communication skills must be willing to work extraordinary hours. Computer Literacy,

**Duties:** Provide assistance to Senior Engineering Technician by managing small to medium projects, including maintenance projects under implementation. Attend community and site hand over meetings as well as monthly progress meeting. Attend the portfolio committee on request and perform routine inspections Compilation of bid specification and scope of work. Consult stake holders when about to implement both capital and maintenance projects. Verify quantities and rate before processing of payments certificates. Manage routine and preventative maintenance activities done by departmental team and private. Be able to prepare programme of works progress report, draft budgets inputs and cash flow projections as well as costs benefit reports. Manage strong water infrastructure in construction of low level bridges.

**Business Unit: Public Transport Infrastructure Development**  
**Position: Superintendent Routine x 2 (City/Seshego Cluster x1 and Mankweng /Sebayeng/ Dikgale Cluster x1)**  
**Salary: R466 481- R515 164 (basic salary per annum excluding benefits)**  
**Post Level: 06**  
**Reference: EXT/24/25/82**  
**Requirements:** National Diploma in Civil Engineering or equivalent. Two (2) years' relevant experience in supervision of roads. Engineering surveying setting out detail and control points. Must have Code C1 driver's license. Communication skills, must be willing to work extraordinary hours. Computer Literacy, especially Microsoft Excel and word  
**Duties:** Provide assistance to the Senior Engineering Technician by managing small to medium projects, including maintenance projects under implementation. Attend community and site hand over meetings as well as monthly progress meeting. Compilation of bid specification and scope of work. Consult stake holders when about to implement both capital and maintenance projects. Verify quantities and rate before processing of payments certificates. Manage routine and preventative maintenance activities done by departmental team and private. Be able to prepare programme of works progress report, draft budgets inputs and cash flow projections as well as costs benefit reports. Manage strong water infrastructure in construction of low level bridges.

**Business Unit: Roads Services Admin and Transportation Services Admin**  
**Position: Secretary x 2 (Roads Services x1 and Transportation x1)**  
**Salary: R373 112- R412 173 (basic salary per annum excluding benefits)**  
**Post Level: 08**  
**Reference: EXT/24/25/83**  
**Requirements:** National Diploma in Office Management/ Public Administration/ Public Administration/ Office Technology. 1- 3 years' minimum experience in administration. Computer literate. Good communication skills. Good admiration skills, planning and organizing. Time management. Valid driver's license. Good communication skills and personal characteristics. Must be willing to work under pressure and deadline driven environment. Be able to keep matters confidentiality.  
**Duties:** Provide secretarial services to the office of the Director. Scheduling, confirming and updating the diary of the Director. Organising, confirming and scheduling meetings/ appointments with internal/ external officials. Copy, tying and formatting documents/ reports and creates presentation. Updating the correspondence register. Briefly the director on a daily basis on relevant matters. Prepare required documents for all meeting, conference and workshop. Maintain proper record keeping of document and ensure confidentiality thereof. Handle incoming/outgoing phone calls regarding documents send to the Director and follow up with relevant sections.

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 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 a personnel suitability check (Criminal record, Citizenship, credit record, qualifications verification, and employment verifications). Where applicable candidates will be subjected to a skills/ knowledge test.**

Applications for the positions listed above must be submitted through the Polokwane Local Municipality portal. Please note that faxed and email applications will not be considered. **To apply go to <https://apply.polokwane.gov.za/>**

Each application must be accompanied by a detailed CV, certified copies (**not older than six months**) of qualifications, ID and any other supporting documents; to be uploaded on the portal.

**Closing Date: 20 June 2025**  
**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.  
 Polokwane Municipality strongly warns the public to stay alert as scammers posing as municipal officials are deceiving unsuspecting individuals with false promises of employment opportunities. Don't be a victim, stay vigilant and never fall for these fraudulent scams.

Remember: If you pay a bribe for a job or tender, you are not just a victim, you are part of the corruption. If you receive any suspicious communication, report it immediately to the South African Police Service (SAPS). **Toll-Free Fraud Hotline: 015 290 2642/2628** email: [Fraudhotline@polokwane.gov.za](mailto:Fraudhotline@polokwane.gov.za).



**ENQUIRIES: Acting Manager: Human Resources Management, Ms. Mosima Makgato, 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**  
**CITY MANAGER**

"The ultimate in innovation and sustainable development"



Polokwane Municipality



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