POLOKWANE MUNICIPALITY VACANCIES

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 MUNICIPALITY.

DIRECTORATE: CHIEF OPERATIONS OFFICE

Business Unit: Internal Audit

Position: Chief Audit Executive (Re-advertisement) Salary: R890 587 (basic salary per annum excluding benefits)

Post Level: 01 Reference: EXT/25/26/01

Requirements: Bachelor Degree in Accounting/Internal Auditing or equivalent. Completed/studying towards CIA or SAICA will be an added advantage 8 years' or more experience (which includes 2 years of supervisory exposure covering all aspects of the audit function (activities as depicted in IIA standards 1000 and 2000). 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 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 with 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

Business Unit: Internal Audit Position: Internal Auditor (IT Audit)

Salary: R489 852 - R597 234 (basic salary per annum excluding

communication, relationship management, strategic policy

implications) with a view to aligning functions and objectives.

benefits) Post Level: 6/5

Reference: EXT/25/26/02

Requirements: BCom in Internal Audit/Accounting Sciences, IT, Computer Auditing or equivalent qualification. A minimum of 02 years' experience in performance audits/internal audits. Member of the Institute of Internal Auditors (Preferred). Code B Driver's License. Member of SAICA preferred IIA. Skills required: Proper planning and organizing. Attention to detail. Analytical thinking skills. Be able to perform the duties effectively and efficiently. Work with minimal supervision.

documents, interviewing personnel, making copies of available documentation, reviewing computer documents and conducting system reviews. Record work done on the working papers (Teammate). Gather audit evidence to support findings. Attend to coaching notes made by the supervisors. Draft audit findings & compile appropriate evidence. Discuss findings with clients/auditee. Prepare draft audit reports for review by the supervisor. Conduct project verifications and site visits. Follow- up on both the Internal Audit and AG findings. Assist in the coordination of AGSA processes, OPCA and APAC meetings. Perform other duties as quested by the supervisor.

Business Unit: Internal Audit Position: Internal Auditor (Financial Discipline Audit) Salary: R489 852 - R597 234 (basic salary per annum excluding benefits)

Post Level: 6/5 Reference: EXT/25/26/03

Requirements: BCom in Internal Audit/Accounting Sciences or equivalent qualification. A minimum of 02 years' experience in external audits. Member of the Institute of Internal Auditors (Preferred). Code B Driver's License. Member of SAICA. Skills required: Proper planning and organizing. Attention to detail. Analytical thinking skills. Knowledge of external auditing practices, relevant regulations, and accounting standards. Be able to perform the duties effectively and efficiently. Work with minimal supervision. **Duties:** Plan finance related audits as per the approved audit plan including the review of the interim/Annual Financial Statement. Execute audit procedures, review and analyse evidence in line with the approved methodology. Record work done on the working papers (TeamMate). Gather audit evidence to support findings. Attend to coaching notes made by the supervisors. Draft audit findings & compile appropriate evidence. Follow-up on both the Internal and AG Findings. Assist in coordinating Audit Steering Committee, OPCA and APAC Meetings. Perform other duties as requested by the supervisor.

Business Unit: Internal Audit Position: Internal Auditor Performance Audit (Projects) Salary: R489 852 - R597 234 (basic salary per annum excluding benefits) Post Level: 6/5

Reference: EXT/25/26/04

Requirements: Bachelor Degree in Civil, Electrical, Mechanical Engineering. Degree Internal Audit/Public Management or Project Management is advantageous. equivalent qualification. A minimum of 02 years' experience in performance management audits or engineering project implementation, quality assurance or project monitoring.

Duties: Conduct performance Audit in line with the audit methodology and the IIA standards. Review technical designs, specifications, procurement document, progress reports and site conditions. Assess whether engineering projects are implemented efficiently, delivered intended outcomes, and comply with regulations. Perform benchmarking against standards, norms and best practices in engineering and public sector infrastructure delivery. Conduct projects site visits. Draft clear, evidence-based findings and recommendations to improve performance and prevent recurrence of inefficiencies. Attend to coaching notes made by the supervisors. Conduct follow- up audits to verify implementation of audits recommendations. Assist in the coordination of the external audit process (physical verification of selected projects.

Business Unit: Internal Audit Position: Internal Auditor (Compliance Audit) Salary: R489 852 - R597 234 (basic salary per annum excluding benefits)

Post Level: 6/5 Reference: EXT/25/26/05

Requirements: BCom in Internal Audit/Accounting Sciences, Monitoring or equivalent qualification. A minimum of 02 years' experience in Compliance Auditing or internal Audit or External Audit.

Duties: Execute Compliance Audits in line with the approved Audit Plan. Assess the level of the municipality's compliance with relevant laws and regulations/ Monitor the implementation of the MFMAA Compliance calendar. Audit mSCOA, FMCMM and eMuniMonitor Modules and follow- up on action plans with management. Record work done on the working papers (TeamMate). Gather audit evidence to support findings. Attend to coaching notes made by the supervisors. Draft audit findings and compile appropriate evidence. Follow- up on both the internal audit and AG findings. Assist in coordinating audit Steering Committee OPCA and APAC meetings. Perform other duties as requested by the supervisor.

Business Unit: Legal Services Position: Paralegal

Salary: R330 017 – R382 311 (basic salary per annum excluding benefits)

Post Level: 09

Reference: EXT/24/25/06

Requirements: Diploma in Paralegal/LLB/Law or relevant equivalent qualification. Good Communication Skills. 0-2 years' relevant experience. Time Management. Ability to perform and support various legal and administrative tasks. "Graduates in the relevant field will be prioritised".

Duties: Conducting legal research. Drafting legal documents. Preparing documentation for all legal processes. General Administration Support.

Business Unit: Executive Support Position: VIP Protection Officer (Whip of Council) x 2 Salary: R865 364. 42 (Total all-Inclusive package per annum)

Duration: Contract linked to Term of Office of the current Whip of Council Reference: EXT/25/26/07

Requirements: Grade 10. PSIRA Grade A Certificate or equivalent and Firearm competency. 4 years of experience in the tactical environment of Law Enforcement and VIP protection. Must have a valid Code EB driver's license. Advanced driving courses with an accredited institute. Firearms competency certification. Minimum of four years' experience in the tactical environment of Law Enforcement, and or VIP Protection. Willing to travel regularly and work long hours.

Duties: Provide effective and efficient management of VIP Protection to the Chief Whip. Engage with the security structures/institutions to ensure maximum safety of the Chief Whip, the community, and staff in events. Ensure that the office, vehicles, residence, and routes used by the Chief Whip are safe and that precautions are taken to ensure the safety of the Chief Whip.

To liaise with the local police, Traffic, Defense Force, Heads of Security, and Organizers during the planning phase of the operational plan to ensure the involvement of all role players. Provide VIP transportation from point A to point B to ensure the safe arrival of such VIPs to their destination. Protection of VIP whether personal, in **Duties:** Carry out all performance audit procedures i.e. inspecting transit, or static to ensure his/her safety. Ensure that official static to ensure his/her safety. Ensure that official vehicles are reliable by making sure that they are clean, roadworthy, and in good condition to preserve the dignity of the VIP. Evaluate VIP Programme and identify possible high-risk situations to request backup protection where possible. Gather and evaluate information about areas within the boundaries of the Chief Whip destination to ensure the provision of effective protection services. Conduct VIP access control and identification of explosives to safeguard the Chief Whip and the area/venue. Reconnaissance of routes and locations to be used for safe VIP security activities when international visitors and dignitaries are Participating. A Protector must possess the necessary expertise to be able to perform searches, access control and identified of explosives. Compile a comprehensive advance planning according to which operational protection must be rendered. During contingencies, it is expected of a Protector to act according to the Immediate Action Drill in the Operational Planning.

> **Business Unit: Executive Support** Position: Personal Assistant to the Executive Mayor (Re-advertisement)

Salary Package: R1 018 417.33 (Total all-inclusive package per annum)

Reference: EXT/25/26/08

Duration: Contract linked to the term of office of the Executive Mayor

Requirements: Bachelor 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.

Business Unit: Communications and Marketing Position: Assistant Manager: Media and Stakeholder Relations Salary: R692 915 (basic salary per annum excluding benefits) Post Level: 03

Reference: EXT/25/26/09

Requirements: Bachelor Degree in Communications/ Media Studies/ Public Relations/ Journalism/ Marketing or related field (NQF Level 7. Postgraduate qualification will be an added advantage. 3-5 years of experience in media, public relations or communications of which 2 years must be at supervisory level. Experience in Municipal or Local government will be highly advantageous. Ability to work irregular hours, including evenings and weekends, when required. Must have a valid driver's license.

Knowledge and Skills: In-depth knowledge of media environment, stakeholder engagement, and communication strategies. Understanding of relevant legislative frameworks including Municipal Systems Act, MFMA, and Batho Pele principles. Strong written, verbal, and presentation skills. Ability to handle media under pressure and manage crises effectively. Ability to handle media under pressure and manage crises effectively. Excellent interpersonal, negotiation, and relationship-building skills. Computer literacy (MS Office, media monitoring tools, digital platforms). Fluency in English.

Duties: Develop and implement media strategies to enhance the municipality's visibility and reputation. Draft, edit and disseminate media statements, public notices and speeches. Coordinate press

conferences/ media briefings and interviews for political leadership and senior officials. Monitor media coverage, compile reports and provide advisory on media trends and emerging issues. Contribute to the development, implementation and review of the municipal communication strategy. Ensure key messages are consistent across platforms and aligned with municipal priorities. Monitor and analyze reporting in the media and prepare responses as required. Facilitate the intra Departmental Communications. Monitor the support provided to Public participation.

Business Unit: Communications and Marketing Position: Communications Officer: Media Relations Salary: R489 852 - R540 973 (basic salary per annum excluding benefits) Post Level: 06

Reference: EXT/25/26/10

Requirements: National Diploma/Bachelor Degree in Communications/ Media Studies/ Public Relations/ Journalism/ Marketing or related field. 3 years of experience in media, public relations or communications. Computer literacy (MS Office, media monitoring tools, digital platforms. Ability to edit videos for social media, websites and news releases. Understanding of relevant legislative frameworks including Municipal Systems Act, MFMA, and Batho Pele principles. Fluency in English Ability to work irregular hours, including evenings and weekends, when required. Must have a valid driver's license.

Duties: Capture and edit high- quality photographs and video for use on various communication channels. Maintain and update the municipality's social media platforms and explore new platforms that could be beneficial. Produce creative content, such as photos or videos for social media campaigns. Respond to queries (analyze the information gathered and prepare responses as required). Issuing media statements. Hosting media briefings sessions. Draft articles for newsletters. Draft opinion pieces for publication. Analyze reporting in the media and prepare responses as required (Including social media) Coordinate the Local Government communicators forum.

Business Unit: Communications and Marketing Position: Product Development Officer Salary: R489 852 - R540 973 (basic salary per annum excluding benefits) Post Level: 06 Reference: EXT/25/26/11

Requirements: National Diploma/Bachelor Degree in Communications/ Media Studies/ Public Relations/ Journalism/ Marketing or related field. 3 years of experience in Audio- Visuals. Computer literacy (MS Office, media monitoring tools, digital platforms. Ability to edit videos for social media, websites and news releases. Understanding of relevant legislative frameworks including Municipal Systems Act, MFMA, and Batho Pele principles. Fluency in English Ability to work irregular hours, including evenings and weekends, when required. Must have a valid driver's license.

Duties: Develop content for social media, websites, newsletters, noticeboards, municipal screens and other communication platforms. Consult and gather information from various SBU for the development of communication products. Record and safely store audio for special meetings. Timeously monitor web content and advise IT accordingly. Identify, organize, store and disseminate information for support and continuity of knowledge management. Communicate with relevant section to gather more information on the product. Consolidate and analyses market research information. Implementation increase product/ service value strategies. Conduct survey to ensure service provided meets resident's expectations. Participate in any initiative or introduction of any new product (e.g. water metering) or services and assist to communicate it to the residents. Testing the product to ensure it meets performance, safety and quality. Collaborate with different SBU to collect information on municipal facilities and accommodations in order to package and market related price.

Polokwane Municipality offers challenging opportunities, competitive packages, and fringe benefits (Pension, Medical Aid, Housing Allowance, etc).

The advertised positions are in line with the Recruitment & Selection Policy, Employment Equity Act requirements and Municipal Staff Regulation.

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 Polokwane Municipality standard application form obtainable on the municipal website, 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: 12 December 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.

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 MAKEANYAPPOINTMENT.

THUSO NEMUGUMONI

CITY MANAGER







"The ultimate in innovation and sustainable development"







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Business Unit: Communications and Marketing Position: Research and Information Officer Salary: R489 852 - R540 973 (basic salary per annum excluding benefits) Post Level: 06

Reference: EXT/25/26/12

Requirements: National Diploma/Bachelor Degree in DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT Communications/ Media Studies/ Public Relations/ Journalism/ Marketing or related field. 3 years of experience in Graphic design. Computer literacy (MS Office, media monitoring tools, digital platforms). Ability to edit videos for social media, websites and news releases. Understanding of relevant legislative frameworks including Municipal Systems Act, MFMA, and Batho Pele principles. Fluency in English Ability to work irregular hours, including evenings and weekends, when required. Must have a valid driver's license.

Duties: Identify target market and plan for the content goal. Conduct survey on the target audience. Develop and determine a content management system. Publish and manage the content. Determine media monitoring needs. Analyzing media sources to determine and confirm editorial content. Identifying saving and analyzing content that contains specific keywords or topics. Provide administration duties for the information resource center. Conduct Market research to understand customers, the residents, business and stakeholders within the Municipality.

Business Unit: Project Management Unit (PMU) Position: Technician x 4

Salary: R1 127495.94 (Total all-inclusive package per annum) **Duration: (05 Year Fixed-Term Contract)**

Reference: EXT/25/26/13

Requirements: National Diploma/Bachelor Degree in Civil Engineering/Project Management or equivalent qualification. 03 years' relevant experience in project management. Code B Driver's License. Registration with a recognized professional engineering body will be an added advantage. Knowledge of Auto CAD, MS Project, MIS EPWP IRS, Microsoft Word, Excel & Power Point.

Duties: Technical support and evaluation of proposed projects in alignment with Polokwane municipality IDP. Manage the labourintensive projects in line with the EPWP framework and the related reporting requirements as per MIG guidelines. Arrange regular project progress meetings with service providers. Ensure compliance of all aspects and conditions, required from different spheres of government, conduct site visits/ meetings to ensure compliance to business plan conditions as per MIG guidelines. Manage cash flow and committed expenditure for MIG Projects. Verify payment certificates and preparation of monthly payment schedule documentation for MIG and funded projects. Monitoring and evaluation of projects assist with NDPG, NEP, EPWP and other municipal infrastructure programs.

Business Unit: Legislative Support

Position: Admin Officer Councillor & Traditional Leaders

Support

Salary: R489 852 – R540 973 (basic salary per annum excluding benefits)

Post Level: 06

Reference: EXT/25/26/14

Requirements: Grade 12, National Diploma in Office Administration/Secretariat/Equivalent will be an added advantage. 3-2 years' relevant experience. Communication skills, Computer Literacy, especially Microsoft Excel and word. Valid driver's license. Should have good typing skills, good communication skills, confidentiality and good computer skills. Knowledge of file tracking system, registry services and records management prescripts.

Duties: Coordinate all visitors to the Office of the Speaker. Verifies members of the public and processes information relating to political/administrative linkages. Prepare letters of response to support departmental response/feedback. Liaises with complaints proclamations. regarding progress on queries. Draft outgoing and internal letters and memorandums. Liaises with Magoshi, Councillors and Stakeholders on DIRECTORATE: CORPORATE & SHARED SERVICES service delivery related issues.

Business Unit: Legislative Support Position: Committee Clerk

Salary: R244 960 – R315 745 (basic salary per annum excluding benefits)

Post Level: 11/10

Reference: EXT/25/26/15

Requirements: Grade 12, National Diploma in Office Administration/Secretariat/Equivalent will be an added advantage. 0-2 Years' relevant experience. Communication skills, Computer Literacy, especially Microsoft Excel and word. Valid driver's license. Should have good typing skills, good communication skills, confidentiality and good computer skills. Knowledge of file tracking system, registry services and records management prescripts. "Graduates in the relevant field will be prioritised".

Duties: Provides secretarial support to various Committee sittings and Forums, by referring to the approved schedule of Committee Meetings and confirming/ reporting any deviations from the schedule to the immediate superior. Communicate with directorates for inclusion on the agenda and the submission of reports and agenda items. Circulating notification, agenda and minutes to committee members. Provides secretarial support to various Committee sittings and Forums, by referring to the approved schedule of Committee Meetings and confirming/reporting any deviations from the schedule to the immediate superior. Communicate with directorates for inclusion on the agenda and the submission of reports and agenda items. Circulating notification, agenda and minutes to committee members. Coordinating the set-up of venue for the meetings. Performing specific secretarial governance and service delivery. sequences at meetings with regards to circulation and completion of attendance registers and recording of proceedings/recommendations. Prepare minutes and notifications of meetings. Recording and updating committee meetings attendance registers. Provide information on request with regard to long-term/continuous absenteeism of officials / delegates to committee chairpersons. Updating committee files, records and delivering of agendas to records section for filling purpose. Ensure that laid down guidelines are applied and all secretarial and support requirements associated with the Committee functions is efficiently undertaken and completed.

DIRECTORATE: ROADS SERVICES

Business Unit: Infrastructure Operations & Maintenance Position: Manager Infrastructure Operations & Maintenance

Salary: R890 587 (basic salary per annum excluding benefits)

Post Level: 01 Reference: EXT/25/26/16

Requirements: Bachelor Degree/B. Tech in Civil Engineering or equivalent relevant qualification. 5-6 years' relevant experience of which 3 years must be at middle management. Communication skills, Computer Literacy, especially Microsoft Excel and word. Valid driver's license. Registration with a recognized engineering professional body will be an added advantage. Communication skills and physical fitness. Must be willing to work extraordinary hours. Computer Literacy.

Duties: Planning for Infrastructure Operations & Maintenance: Keeping abreast of technological developments in the maintenance of roads, storm-water drainage, traffic engineering. Analysing and aligning requirements with operating capacity and capability. Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the SDBIP. Preventing a conceptual framework of current and future interventions necessary to achieve acceptable levels and standards of service delivery to the programs. Supervision and administration: Assess all reports Director (Roads & Storm Water) for consideration and inclusion into the department's short/long-term performance and service delivery plans. policy. Financial Management: Analysing trends, operating requirements and

forward plans to establish/determine funding/expenditure for the period. Evaluating the SBU's performance against budget and addressing deviations/variances with appropriate personnel. Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and the SBU's procedures.

Business Unit: City & Regional Planning Position: Manager: City and Regional Planning Salary: R890 587 (basic salary per annum excluding benefits) Post Level: 01

Reference: EXT/25/26/17

Requirements: Bachelor Degree in Town Regional Planning, Professional registration with the South African Council for Planners (SACPLAN) / A minimum of 5-8 years' relevant working experience of which 3 years' experience should be in a supervisory level. Valid Driver's license.

Knowledge and Skills: Proficiency in urban regional planning principles and legislation. Strong analytical and problem-solving skills. Excellent communication and interpersonal skills. Knowledge of GIS (Geographic Information Systems) for spatial analysis. Understanding of budgeting, project management, and team leadership.

Duties: Responsible for Managing and Overseeing urban and regional planning initiatives, including spatial planning, land use management, development applications, Planning Control and Outdoor advertising as well as future planning projects within the city of Polokwane. Provide supervision within the city and Regional Planning Division and ensure that development initiatives align with planning policies. 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. Serve on different local and provincial committees where city and regional planning related issues are dealt with. Strategic Planning: Develop and manage the Spatial Development Framework and future planning initiatives to guide growth and development within the city. Project Management: Oversee planning projects, manage budgets, appointment of specialist professional and monitor adherence to timelines and specifications. Regulatory Compliance: Ensure development proposals and applications comply with the Land Use Management Scheme regulations, Municipal Planning Bylaw and all relevant municipal policies. Stakeholder Engagements: Liaise with internal departments, external authorities, and consultants to ensure collaborative and integrated planning approaches. Team Leadership-Direct and manage multi-disciplinary professional teams involved in various aspects of planning and development. Policy and Systems: Contribute to the establishment and maintenance of robust systems for managing planning information and documentation. Community Impact: Work towards creating sustainable and equitable human settlements and improving the quality of life for the area's population.

Business Unit: City Planning & Property Management Position: Admin Clerk (Land Use Management)

Salary: R278 334 – R315 745 (basic salary per annum excluding benefits)

Post Level: 10 Reference: EXT/25/26/18

Requirements: Grade 12, National Diploma in Office Admin / Public of tools and equipment and maintain good housekeeping of the Management. Computer Literacy, Language Proficiency, Valid driver's License, 0-2 years' relevant experience in town planning environment. Good communication Skills, good administration skills, logical thinker, work independently and as part of the team, be able to work under pressure and deadline driven environment and keep matters confidential. "Graduates in the relevant field will be prioritised".

information on petitions and queries. Interact with councillors and **Duties**: Receive new Land Use applications (Rezoning, Township Establishment, clause and consent applications & R188 applications). Open new files for all new applications. Circulate reports to other SBU's. petitions, using standardized formats, to acknowledge receipt or Develop and maintain filing system, perform any function that falls provide information on the progress. Interacts with relevant SBU's on under the scope of admin and clerical work. Develop, implement and queries/problems and/or accessing/retrieving details of the query, to maintain a sound administrative system for the SBU. Make orders for Studies or equivalent plus Trade Test and Wireman License as an

Business Unit: Information Communication Technology Position: Assistant Manager ICT Governance Salary: R692 915 (basic salary per annum excluding benefits) Post Level: 03 Reference: EXT/25/26/19

Requirements: Bachelor Degree/B Tech in Computer Science\Information Technology\IT Governance or relevant equivalent qualification. 5 years' relevant experience of which 3 years should be at supervisory level. Communication skills, Computer Literacy, especially Microsoft Excel and Word. Valid driver's license. Strong leadership, strategic thinking, and decision-making skills. Sound knowledge of ICT governance, risk management, and compliance frameworks (e.g., COBIT, ITIL, ISO 27001). Proven financial, project, and contract management capabilities. Excellent communication, analytical, and stakeholder engagement skills.

Duties: Develop, implement, and maintain ICT governance frameworks, policies, and strategies; manage ICT risks and audit findings; and promote a culture of compliance, accountability, and continuous improvement. Oversee ICT projects and contracts to ensure timely, within-budget delivery; establish project management standards; track progress and performance; manage SLAs; and maintain effective communication with stakeholders. Manage and monitor the ICT budget by providing input into financial planning, controlling expenditure, ensuring compliance with municipal financial regulations. Implement ICT initiatives aligned with the Municipality's IDP, conduct research to guide planning, represent ICT in strategic forums, and strengthen stakeholder collaboration to support effective

Business Unit: Human Resources Development Position: Skills Development Facilitator Salary: R612 231- R643 418 (basic salary per annum excluding benefits)

Post Level: 04 Reference: EXT/25/26/20

Requirements: National Diploma/B-Tech in Human Resources Management/Development and registration as a Skills Development Facilitator. OD-ETDP Certificate or Assessor will be an added advantage. 2-3 years' relevant experience in Human Resources Development/Education and Training Development. Computer Literacy, especially Microsoft Excel and word. Excellent communication, analytical, and stakeholder engagement skills. Valid driver's license.

Participating in internal discussions related to the Skills Development of the Municipality's employees involving the Sector Education and Training Authority and/or Department of the Municipality. Advise the Municipality on the quality assurance required by SETA. Conducting consultation sessions with the individual employees regarding career paths and developmental needs and the purpose of the Workplace Skills Plan. Facilitating training programs for all levels of employee within the Municipality identified from training needs analysis. Facilitate Skills Analysis & Profiling: preparing and circulating skills audit questionnaires for completion detailing current skills level, development requirements and career aspirations. Consolidate the skills audit outcomes to develop the training needs matrix. Identify, analyze and plan the training needs for the Municipality. Establishment of the training committee: Coordinate the development of committee schedule. Provide secretariat support to the committee. Implementation of learning programs: Coordinate the application of grants from LGSETA. Monitor reporting on the approved learning generated by subordinates. Provide inputs in the development of the

Business Unit: Human Resources Development

Position: EAP Officer

Salary: R443 580 – R597 234 (basic salary per annum excluding benefits)

Post Level: 07/05 Reference: EXT/25/26/21

Requirements: Bachelor Degree or National Diploma in Social Work/Social Science/ Psychology. Registration with the professional statutory body. 3 years' experience. Valid driver's license. Counselling skills, Empathy and Listening skills.

Duties: Provide therapeutic counselling to employees and their immediate families. Conduct pro-active campaigns. Coordinate workplace HIV/AIDS program. Conduct case management. Conduct needs assessment, compile reports, process notes, memos, organise file in accordance with EAP standards.

Business Unit: Facility Maintenance

Position: Artisan Aircon & Refrigeration Salary: R330 017- R382 311 (basic salary per annum excluding benefits)

Post Level: 09 Reference: EXT/25/26/22

Requirements: N6 in Refrigeration, Air Conditioning & Ventilation or equivalent qualification. 2-3 years' experience. Valid Driver's License. Relevant Trade test and wireman's license.

Duties: Perform routine electrical maintenance work at all Municipal Facilities. Perform electrical fault trace and repairs. Conduct electrical preventative maintenance activities. Always make sure that work environment is safe for employees, residents and Municipal clients. Monitor and supervise the work done by artisan aid and subordinates. Make sure that circuit breaker is switched off, where applicable isolate and earth before performing the task. Give instruction and transfer skills to the artisan aid. Monitor a timely work reporting and knock off time of subordinates. Conduct regular inspections of tools and equipment and maintain good housekeeping of the materials. Make sure the job orders/cards are fully signed and recorded accordingly.

Business Unit: Facility Maintenance

Position: Artisan Aid Aircon & Refrigeration

Salary: R218 148 – R272 765 (basic salary per annum excluding benefits)

Post Level: 12/11 Reference: EXT/25/26/23

Requirements: Grade 12/N3 Certificate in Refrigeration, Air Conditioning & Ventilation or equivalent qualification. 0-2 years' experience. Valid Driver's License. Trade test and wireman's license will be an added advantage. "Graduates in the relevant field will be prioritised".

Duties: Assistant the Artisan Perform routine air conditioning & refrigeration work of all Municipal Facilities. Assistant the Artisan to perform mechanical & electrical fault trace and repairs on air conditions and refrigeration components. Assist Artisan conduct preventative maintenance activities on air cons and refrigerators. Assist the Artisan to always make sure that work environment is safe for employees, residents and Municipal clients. Assist the Artisan to make sure that circuit breakers are switched off, where applicable isolate and earth before performing the task. Assist Artisan to conduct regular inspections materials. Make sure the job orders/cards are fully signed and recorded accordingly.

Business Unit: Facility Maintenance Position: Artisan Electrician

Salary: R330 017- R382 311(basic salary per annum excluding benefits)

Post level: 09 Reference: EXT/25/26/24

Requirements: Grade 12/N3, and N6 Certificate in Engineering Electrician. 0-2 years' experience, Valid driver's.

Duties: Perform a routine electrical maintenance work of all Municipal Facilities, perform electrical fault trace and repairs. Conduct electrical preventative maintenance activities. Ensure that work environment is safe for employees, residents and Municipal clients at all times. Monitor and supervise the work done by artisan aid and subordinates. Make sure that circuit breaker is switched off, where applicable isolate and earth before performing the task. Conduct regular inspection of tools, equipment and maintain a good housekeeping of the materials.

Polokwane Municipality offers challenging opportunities, competitive packages, and fringe benefits (Pension, Medical Aid, Housing Allowance, etc).

The advertised positions are in line with the Recruitment & Selection Policy, Employment Equity Act requirements and Municipal Staff

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 Polokwane Municipality standard application form obtainable on the municipal website, 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: 12 December 2025 Time: 12H30

Fraudhotline@polokwane.gov.za.

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

victim, stay vigilant and never fall for these fraudulent scams. Duties: Develop and implement Workplace Skills Planning (WSP): 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:

individuals with false promises of employment opportunities. Don't be a



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 MAKEANYAPPOINTMENT.

THUSO NEMUGUMONI **CITY MANAGER**







"The ultimate in innovation and sustainable development"





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 MUNICIPALITY.

Business Unit: Facility Maintenance

Position: Artisan Plumber

Salary: R330 017- R382 311 (basic salary per annum excluding

benefits) Post Level: 09

Reference: EXT/25/26/25

Requirements: Grade 12/N3, and N6 Certificate in Engineering Studies Reference: EXT/25/26/32 or equivalent plus Trade Test as Plumber. 0-2 years of relevant plumbing experience. Valid drivers (code C1) license with PDP. And wireman's Requirements: Bachelor Degree in Electrical Engineering or equivalent license will be an added advantage. "Graduates in the relevant field and a Government Certificate of competency, ECSA registration, and will be prioritised".

Duties: Perform a routine plumbing maintenance work of all Municipal Facility. Perform plumbing fault trace and repairs. Conduct plumbing work under normal and abnormal conditions, electrical by-laws, MFMA preventative maintenance activities. Maintain a safe working and PFMA knowledge. Management skills, leadership, training skills, environment, supervision and allocation of function for subordinates. report writing and presentation skills, good human relation skills, and Monitor and supervise the work done by artisan aid and subordinates. Make sure that after digging trenches, the affected pavement and area is **Duties**: Manage and control the operations & maintenance of the properly repaired. Make sure that subordinates are conducting a regular materials.

Business Unit: Facility Maintenance Position: Artisan Aid Plumber

Salary: R218 148 – R272765 (basic salary per annum excluding

benefits) Post Level: 12/11 Reference: EXT/25/26/26

Requirements: Grade 10/N2 in Engineering Certificate or equivalent Requirements: Bachelor Degree in Electrical Engineering (Heavy plus Trade Test as Plumber. 0-2 years of relevant plumbing experience. Current) or relevant equivalent NQF 7 qualification. ECSA professional Valid drivers (code C1) license with PDP. And wireman's license will be an registration as an Engineer (Pr Eng) or Engineering Technologist (Pr Tech **Duties**: To assist the artisan, perform a routine plumbing maintenance—distribution protection, of which 2 years should be at supervisory level work of all Municipal Facility. To assist the artisan, perform plumbing fault **Duties**: Manage the testing and commissioning of electrical distribution trace and repairs. To assist artisan, conduct plumbing preventative equipment. maintenance activities. To assist the artisan, maintain a safe working. Monitor the performance of the Test Section by verbal feedback and fault assist artisan to make sure that after digging trenches, the affected ordinate and instruct the testing of switchgear panels, transformers and pavement and area is properly repaired. To assist artisan, conduct a cables to determine if equipment complies with minimum requirements of of the materials. To assist the artisan, perform the installation of toilets flush, mechanism, urinals & repairs of blockages.

Business Unit: Facility Maintenance

Position: Artisan Carpenter

Salary: R330 017- R382 311 (basic salary per annum excluding

benefits) Post Level: 09

Reference: EXT/25/26/27

Requirements: Grade 12, N6 Certificate in Carpentry Engineering, trade test or equivalent.

0-2 years' experience in related field. "Graduates in the relevant field will be prioritised".

Duties: Monitor the maintenance of Carpentry Equipment's components Reference: EXT/25/26/34 within the Municipal facilities. Monitor the preparation, cleanness of the work tools, and check if they are kept in good work condition before and Requirements: Bachelor Degree in Electrical Engineering (Heavy takin. Report all maintenance related issues to the supervisor and under supervisory level. Driver's License Code B. the facility.

Business Unit: Facility Maintenance Position: Artisan Aid Carpenters

Salary: R218 148- R272 765 (basic salary per annum excluding

benefits) Post Level: 12/11 Reference: EXT/25/26/28

Requirements: Grade 12, N3 Certificate in Carpentry Engineering or relevant field will be prioritised".

Artisan to perform general maintenance work of Municipal Buildings. beneficiaries and priorities requiring attention. Monitor that the work tools and equipment's are properly maintained.

Business Unit: Fleet Management Services

Position: Fleet Maintenance & Compliance Officer Salary: R 540 973- R597 234 (basic salary per annum excluding

benefits) Post Level: 05

Reference: EXT/25/26/29

Requirements: Grade 12, National Diploma in Motor schedule to keep municipal fleet in an efficient and roadworthy condition. Driver's License Code B. Maintenance and repairs of municipal vehicles. Engaging outside **Duties**: Ensure metering circuits are installed, commissioned and contractors and service providers for the maintenance of municipal fleet. maintained Staff supervision. Monitor individual performance, in accordance with Download metering data for analysis. Instruct subordinates of program performance objectives.

Business Unit: Fleet Management Services

Position: Fleet Support Officer Salary: R 540 973 - R597 234 (basic salary per annum excluding

benefits) Post Level: 05

Reference: EXT/25/26/30

Management/Logistic Management or equivalent qualification. Valid driver's licence. 2-3 years' relevant experience. Ability to engage with installations for municipal buildings to reduce losses. stakeholders. Problem solving. Computer literacy, good communications skills.

Duties: Coordinate Fleet Operations by facilitating admin, maintenance and control of fleet. Facilitate fleet registrations, De-registrations and license renewals. Conduct monthly fleet inspections and annual audits. Allocate work and resources. Fleet Administration. Ensure compliance to NRTA, ARTA, AARTO and OHSA. Supervision of sub-ordinates.

Business Unit: Fleet Management Services Position: Assistant Inspection Officer x 2

Salary: R 330 017 – R382 311 (basic salary per annum excluding

benefits)

Post Level: 09 Reference: EXT/25/26/31

perform basic welding. Problem solving. Good communications skills. Duties: Inspection of vehicles/machinery. Fault diagnosis. Repair and maintenance. Completing routine inspection checklist when inspecting available resources.

DIRECTORATE: ENERGY SERVICES

Business Unit: Operations and Maintnance (Energy Services) Position: Manager Operations and Maintenance

(Re-advertisement)

Salary: R890 587 (basic salary per annum excluding benefits) Post Level: 01

Project Management will be an added advantage. 5-8 years of related experience with three (3) years in a managerial position. Must be fit to computer literacy.

electrical network for the city. Management of all capital & maintenance inspection of tools, equipment and maintain a good housekeeping of the 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: Planning, Development and Field Services Position: Assistant Manager: Protection, Test and Metering Salary: R692 915 (basic salary per annum excluding benefits) Post Level: 03

Reference: EXT/25/26/33

added advantage. "Graduates in the relevant field will be prioritised". Eng) will be an added advantage. 3-5 years' experience in electricity

environment, supervision and allocation of function for subordinates. To reports on cable fault locations and test result on other equipment. Coregular inspection of tools, equipment and maintain a good housekeeping the installation. Instruct subordinates of new and existing electricity distribution equipment to be tested. Ensure fault levels on all busbars are calculated by means of a complete electrical network analysis. Ensure power system protection relay-setting sheets are compiled and subordinates are instructed to implement new and/or revised settings. Ensure the performance of power system protection equipment is

> monitored and deviations are investigated and resolved. Investigate and recommend new technologies used in tripping supplies. Ensure proper facilities are provided for the cleaning, charging, and

testing of batteries.

Business Unit: Planning, Development and Field Services Position: Assistant Manager: Planning and Construction Salary: R692 915 (basic salary per annum excluding benefits) Post Level: 03

after work. Perform tasks as directed by a Mechanical/Civil Artisan Current) or relevant equivalent NQF 7 qualification. ECSA professional Superintendent. Inspect and monitor the repairs completed on all registration as an Engineer (Pr Eng) or Engineering Technologist (Pr Tech woodwork. Perform general maintenance work of Municipal buildings. Eng) will be added advantage. 3-5 years' experience in planning and Monitor that material checklist is constantly updated and conduct stock—design of electricity distribution networks, of which 2 years should be at

maintenance registry in order to ensure proper carpentry maintenance of **Duties**: Manage the implementation of all energy related projects, and to make sure that new networks installed are installed as per regulations and safe to be used. Provide future energy plans and capacity for the municipality through master plans to better the lives of citizens and business opportunities. Supervise network designs and drawings. Maintain the use of energy saving technology through energy efficiency technology methods to save money and reduce losses. Maintain safe networks by inspecting all newly installed electrical networks to be connected to the grid. Invest in new technology of metering and audit to prevent energy losses and enhance revenue collection. Introduce new technologies (solar, wind renewables) for future sustainability. Enforce equivalent, 0-2 years' experience in related field. "Graduates in the safety rules. Monitor that the unit adheres to the relevant safety legislation and policies requirements. Monitor the safeguarding of machinery. **Duties**: Assist the artisan to monitor the preparation, cleanness of the Develop safety procedures. Performs safety audits. Identify the key work tools, and check if they are kept in good working condition before deliverables and immediate goals detailed in the Council's Integrated and after work. Assist the Artisan to maintain accurate worksheet and Development Plan in respect of energy services. Map out initiatives and records/documents associated with carpentry work. Assist the Artisan to interventions necessary for the delivery of a professional and quality inspect and monitor the repairs completed on all woodwork. Assist the service with due consideration given to the needs of the targeted

> Business Unit: Planning, Development and Field Services

Position: Senior Engineering

Technician: Demand Side Management Salary: R612 231 - R643 418 (basic salary per annum excluding

benefits)

Post Level: 04 Reference: EXT/25/26/35

Mechanic/Diesel/Petrol or equivalent qualification Plus Trade Test. Valid Requirements: National (N/T/S) Diploma in Electrical Engineering driver's licence. 2-3 years' relevant experience. Ability to engage with (Heavy Current) or relevant equivalent NQF Level 6 qualification. ECSA stakeholders i.e. international clients, service providers. Problem solving. registration as a Professional Engineering Technician will be added Duties: Management of the workshop. Compile repair and service advantage. 5 years' experience in metering and electricity tariff designs.

and tariff changes to be implemented. Ensure inspections of metering circuits are performed according to the schedule. Generate, analyse, and report on the electricity balance to decrease distribution losses. Identify reasons for deviations and advise on possible corrective measures by using data-mining and other techniques. Presenting the actual losses and segmentation of customers in a format that is easily usable for reporting. In collaboration with the Engineering Technician: Renewable Energy, design, draft, obtain approvals, and implement projects for Energy Efficiency and Renewable Energy.

Requirements: Grade 12, National Diploma in Transport/Fleet Investigate and recommend energy saving models by implementing streetlight retrofits, roof PV, solar farm, solar water geysers etc.

> Compile and timely submit NERSA compliant Cost of Supply study for approval. Design and continuously revise electricity tariffs that meet NERSA guidelines to ensure competitiveness and sustainability.

Business Unit: Planning, Development and Field Services **Position: Foreman Construction** Salary: R443 580- R489 852 (basic salary per annum excluding

Post Level: 07 Reference: EXT/25/26/36

benefits)

Requirements: National (N/T/S) Diploma in Electrical Engineering (Heavy Current) and three-phase wireman's license. Driver's License Code B.

Duties: Ensure approved new connections and upgrades are installed Requirements: Grade 12/N3 and N6 Certificate in Motor and commissioned. Perform inspections to ensure the performance of Mechanic/Diesel/Petrol or equivalent qualification plus relevant Trade staff and/or contractors complies with safety standards. Monitor the Test. Valid driver's licence. 0-2 years' relevant experience. Ability to testing and inspection of new and existing installations. Monitor compliance with safety standards. Monitor the investigation of unsafe installations. Monitor the investigation and issue fines for illegal placement of components. Preventative and condition monitoring connections. Monitor the disconnection and reconnection. Facilitate the arrangement of daily inspection bookings for contractors. Verify correct vehicles. Supervision of sub-ordinates. Allocate work maximising the readings and conduct meter test. a) Record keeping of all installation connected to the network. Register new meters. Attend to customer queries regarding electrical connections. Compilation of monthly reports.

Business Unit: Operations and Maintenance (Energy

Services)

Position: Technician-Protection and Test Salary: R391 805- R432 823 (basic salary per annum excluding

benefits) Post Level: 08

Reference: EXT/25/26/37

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 energized. 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.

DIRECTORATE: BUDGET AND TREASURY

Business Unit: Business & Financial Reporting Position: Manager Business & Financial Reporting Salary: R890 587 (basic salary per annum excluding benefits) Post Level: 01

Reference: EXT/25/26/38

Requirements: BCom in Accounting/ Financial Management or equivalent qualifications. 5-8 years' relevant working experience of which 3 years' experience should be in a supervisory level. Planning and Organizing skills, computer literacy. Must have a valid driver's license. Knowledge of Municipal Legislations, i.e. Municipal Finance Management Act, Municipal Systems Act, etc.

Duties: Initiate and manage the design, action, management and coordination of all project work streams (SBU's) and work process required to ensure the implementation of operational plan within the approved parameters. Manage the development of the templates and forward the work streams (SBU's) for inputs. Manage the inputs received from different work streams (SBU's) according to the targeted area. Manage the monitoring of the budget and advise the workstreams (SBU's) on the availability of resources. Assess projects organizational needs and development business model. Manage and verify the identified investment opportunities and investment partners. Manage the engagement of relevant stakeholders. Monitor and identify the project and send it for approval. Monitor the implementation of the project at the planning phase until the project is transferred to the relevant responsible SBU. Manage the contracts of service providers within SBU's. Review all work in line with AFS preparation that is performed by the accountant. Prepare quarterly, annual and consolidated financial statements using CaseWare. Complete the GRAP checklist. Ensure that the National Treasury requirement regarding the AFS are complied with.

Business Unit: Revenue Management and Customer Care Position: Accountant: Valuation & Sundry Debtors Salary: R489 852- R540 973 (basic salary per annum excluding benefits)

Post Level: 06 Reference: EXT/25/26/39

Requirements: National Diploma/ BCom 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: Administration and management of municipal valuations in accordance with Municipal Property Management Act. Implement and update valuation roll data in the financial system, ensuring accurate rates, taxes, and reconciliation. Perform revenue reconciliations, including property rates and taxes, and valuation reconciliation. Provide support with reconciliations of all revenue and receivable against General Ledger. Ensure the update of property records with extract from Deeds Office for property transferred, consolidated/and or subdivided and maintained regularly. Work with revenue management team and help Revenue and Customer Management in achieving revenue objectives.

Polokwane Municipality offers challenging opportunities, competitive packages, and fringe benefits (Pension, Medical Aid, Housing Allowance,

The advertised positions are in line with the Recruitment & Selection Policy, Employment Equity Act requirements and Municipal Staff Regulation.

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 Polokwane Municipality standard application form obtainable on the municipal website, 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: 12 December 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.

ENQUIRIES: Acting Manager: Human Resources Management, Ms.

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Mosima Makgato, Tel No: 015 290 2116/2004/2031

THUSO NEMUGUMONI **CITY MANAGER**









"The ultimate in innovation and sustainable development"





POLOKWANE MUNICIPALITY VACANCIES

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 MUNICIPALITY.

Business Unit: Expenditure Management Position: Senior Clerk: Creditors & Cashbook Salary: R330 017 - R382 311 (basic salary per annum excluding benefits)

Post Level: 09 Reference: EXT/25/26/40

Requirements: Grade 12, National Diploma in Accounting/Finance or Economics. BCom Degree will be an added advantage. 0-2 Years relevant experience. Computer literacy, Knowledge of Excel, Numeracy and communication skills. "Graduates in the relevant field will be prioritised".

Duties: Prepare all direct and order payments. Process supplier banking details. Keep records of all EFT payments. Prepare journals to correct errors. Capture invoices issued against suppliers' orders and remittance advice. Capture invoices issued against supplier's order and remittances.

Verify correctness of information submitted are in order. Verify captured creditors on the system before payments.

Business Unit: Expenditure Management Position: Data Capturer: Creditors and Cashbook Salary: R244 960 - R272 765 (basic salary per annum excluding

Post Level: 11

benefits)

Reference: EXT/25/26/41

Requirements: Grade 12, Certificate in Accounting/ Finance or equivalent qualifications. MUNSOFT system will be an added advantage. 0-2 Years relevant experience. Numeracy, interpersonal skills and Computer literacy. "Graduates in the relevant field will be prioritised".

Duties: Capturing journals on the system. Capturing invoice registers on the system. Keep record of all journals. Handle queries or correspondence. Assist in the capturing of payments. Make copies of invoices. Filing of payment vouchers. Keep records of EFT payments. Prepare invoice register. Verify that correct supplier or contractor is paid per regulations. Prepare all direct payments. Process supplier banking details.

Business Unit: Revenue Management & Customer Care Position: Customer Care Clerk x 5

Salary: R278 334 – R315 745 (basic salary per annum excluding benefits)

Post Level: 10

Reference: EXT/25/26/42

Requirements: Grade 12, Certificate in Accounting/ Finance or equivalent qualifications. 0-2 years of experience in revenue. Computer literate. Knowledge of Munsoft, be able to uphold Batho-Pele principles. Be able to work in a team and under pressure. "Graduates in the relevant field will be prioritized".

Duties: Attending to customer care enquiries relating to billing of consumption, rates and taxes at the counters, over the telephone and emails daily. Print and issue statements to customers daily. Attending to queries on customer accounts daily. Provides information to customer regarding revenue processes daily. Responsible for administrative duties including filing daily.

Business Unit: Revenue Management & Customer Care Position: Senior Clerk: Valuations and Sundries x 2 Salary: R330 017 -R382 311 (basic salary per annum excluding

benefits) Post Level: 09

Reference: EXT/25/26/43

Requirements: Grade 12, National Diploma/Bachelor Degree of Commerce in Accounting or equivalent qualification. 0-2 years of relevant experience. Basic knowledge of the Municipal Property Rates Act, other relevant Local Government Acts, Municipal Policies, and Bylaws. "Graduates in the relevant field will be prioritised".

Duties: Processing and issuing rates clearance applications and associated administrative processes. Attend to correspondence relating to valuation and property rates and other revenue sundries. Check rates clearance figures prepared by the clerk prior to the issue conveyancers/attorneys. Assist with rate clearances and valuation certificates. Ensuring completeness of billing and municipal revenue before issuing clearance costing. Processing journal entries into rates account to ensure accurate billing. Handling queries relating to clearances, valuations, and any other related sundry services. Attend and handle queries submitted via emails, letters, in person, and telephonic. Perform a wide variety of administrative duties as required by daily operations in the section. Ability to function under work-and-time pressure. High level of computer literacy. Process the monthly Deeds Office Registrations. Receive and Process all refund applications. Supervise clearance office. Handling inquiries relating to clearances, valuation and any other related sundry services. Perform a wide variety of administrative duties as required by daily operations in the section.

Business Unit: Revenue Management & Customer Care Position: Senior Clerk: Customer Care

Salary: R330 017 -R382 311 (basic salary per annum excluding

benefits) Post Level: 09

Reference: EXT/25/26/44

Requirements: Grade 12, National Diploma/Bachelor Degree of Commerce in Accounting or equivalent qualification. 0-2 years of relevant experience. Basic knowledge of the Municipal Property Rates Act, other relevant Local Government Acts, Municipal Policies, and Bylaws. "Graduates in the relevant field will be prioritised".

Duties: Supervise and Collection Clerks, Interns and Experiential learners within revenue. Prepare and Reconcile Credit Control file daily for notices, blocking and cut offs. Liaise with external debt collectors regarding handed over debt including legal collections. Handling all queries relating to credit control, debt collection and customer care offices. Attend payments arrangements at the Counters and from Debt collectors. Responsible for the safe keeping of all documents. Provide support to entire Revenue department. Processing sectional journals for approval.

Business Unit: Revenue Management and Customer Care Position: Senior Clerk Debt Collection

Salary: R330 017 -R382 311 (basic salary per annum excluding

relevant experience. Basic knowledge of the Municipal Property Rates

benefits) Post Level: 09

Reference: EXT/25/26/45

Requirements: Grade 12, National Diploma/Bachelor Degree of Commerce in Accounting or equivalent qualification. 0-2 years of

Act, other relevant Local Government Acts, Municipal Policies, and Bylaws. "Graduates in the relevant field will be prioritised".

Duties: Supervise the Indigent counter and back office. Ensure that all forms submitted are correctly and accurately completed by customers before capturing. Ensure that all details on application forms are properly captured. Attend to the safekeeping of Indigent forms. Consolidate physical and external verification reports from service providers daily.

Liaise daily with service providers who perform the scanning of Indigent applicants. Reconcile monthly rebates and applicable Indigent levies. Prepare journals for checking and approval. Attend to payment arrangement with customers. Attend to queries daily. Implement all SBU policies and council resolutions. Ensure that all qualifying applicants are updated to the Indigent register daily. Reconcile the indigent register. Attend to all other Credit Control and Debt Collection matters.

Business: Supply Chain Management Position: Bid Officer

Salary: R330 017 -R382 311 (basic salary per annum excluding benefits)

Post Level: 09 **REF No: EXT/25/26/46**

Requirements: Grade 12, National Diploma in Supply Chain Management/Bachelor Degree of Commerce in Accounting or equivalent qualification. 0- 2 years' experience in SCM environment. "Graduates in the relevant field will be prioritised".

Duties: Distribute or circulate acquisition committee schedule to committee members. Invite the committee-to-committee meetings, prepare bid document for evaluation, assist in providing support to committees, follow up on the implementation of the resolution, provide secretariat support, receive tender documents application and verify, calculate and record the pricing of tender.

DIRECTORATE: COMMUNITY SERVICES

Business Unit: Environmental Management Position: Superintendent Open Spaces and Parks x 2 City A & Mankweng/Molepo/Maja/Chuene and Sebayeng Salary: R489 852- R540 973 (basic salary per annum excluding benefits)

Post Level: 06 Reference: EXT/25/26/47

Requirements: National Diploma, B-Tech in Horticulturist/Parks/ Recreational or relevant Equivalent qualification. 3 years' relevant experience. Valid driver's license, ability to work under pressure. **Duties**: Plan and Manage for the development, upgrading and maintenance of Municipal Parks. Manage Municipal Nursery and greening programmes. Ensure proper allocation or resources and work

Business Unit: Environmental Management

Position: Horticulturist Cemeteries Salary: R 391 805- R489 852 (basic salary per annum excluding

benefits) Post Level: 08/07

Reference: EXT/25/26/48 Requirements: Grade 12, National Diploma, B-Tech in Horticulturist/Parks/ Recreational or relevant Equivalent qualification. 1-

2 years' relevant experience. Valid driver's license, ability to work under pressure. "Graduates in the relevant field will be prioritised". **Duties**: Oversee the development and maintenance of municipal parks, open spaces and cemeteries. Ensure that health and safety procedure are adhered to. Manage propagation of plant material.

Business Unit: Environmental Management

Position: Team Leader x3; Parks; Open Spaces & Cemeteries Salary: R 159 316 - R163 375 (basic salary per annum excluding

benefits) Post Level: 16

place safety.

Reference: EXT/25/26/49

Requirements: Grade 12 or equivalent qualification. No experience required. Ability to work under pressure. "Graduates in the relevant field will be prioritised".

Duties: Supervises parks and open space maintenance teams. Maintain parks and open spaces. General Maintenance and upgrading of Municipal Cemeteries.

Business Unit: Environmental Management Position: Tractor Driver X3- Open Spaces & Parks Salary: R 159 316 - R163 375 (basic salary per annum excluding

benefits) Post Level: 16

Reference: EXT/25/26/50

Requirements: Grade 12 or equivalent qualification. 2-3 years' experience in operating a tractor. Ability to work under pressure. Valid driver's licence with PDP (Public Drivers Permit). Ability to work under pressure.

Duties: Grass cutting, loading of branches and other material and general maintenance of parks and open spaces.

Business Unit: Environmental Management Position: Linen Room Attendant

Salary: R155 541 - R157 354 (basic salary per annum excluding benefits)

Post Level: 17

Reference: EXT/25/26/51

Requirements: ABET or Equivalent qualification. 0-2 years' experience (Hospitality Services. Customer care, ability to work under pressure, available to work during holidays.

Duties: Cleaning chalets, Kudu house, ablution facilities, toilets and offices. Check listing and reporting any defects items to the supervisor. Replacing toilet rolls, towels, hand soap etc. Taking out dustbins and collecting refuse from chalets. Attending to surroundings weeds, picking up litter and veranda cleaning/sweeping paved area. Washing, counting and packing the cutlery and kitchen utensils. Change bedding and linens in the rooms.

Business Unit: Environmental Management

Position: Ranger Nature Reserve x 2 Salary: R155 541- R157 354 (basic salary per annum excluding

benefits) Post Level: 17

Reference: EXT/25/26/52

Requirements: Grade 12, Certificate in Conservation/Ranger or Equivalent qualification. 0-2 years' relevant experience. Ability to work under pressure, available to work during holidays. Shift worker. Valid Driver's license. Computer Literacy.

"Graduates in the relevant field will be prioritised".

Duties: Executing anti-poaching operations/conservation activities. Undertaking routine patrols by means of foot or vehicle. Conduct the block burning and fire breaks. Control bush encroachment, alien and invasive plant control conduct inspections of the game. Monitor the hunter during hunting session, culling and carcass. Ensure law enforcement in the game reserves and report any irregularities thereof. Feeding of animals.

Business Unit: Environmental Management

Position: Supervisor Bird Sanctuary Salary: R 159 316 - R163 375 (basic salary per annum excluding

benefits)

Post Level: 16

Reference: EXT/25/26/53

Requirements: Grade 12 or equivalent qualification. 0-2 years' experience in supervision of general labourers. Valid driver's licence with PDP (Public Drivers Permit). Ability to work under pressure. "Graduates in the relevant field will be prioritised".

Duties: Handling of cash for day entrance, control access. Cleaning the Lapis, bird hides and artificial dams. Garden maintenance and watering. Monitoring the Lapa's during functions. Washing, counting and packing the cutlery and kitchen utensils.

Business Unit: Environmental Management Position: Supervisor Nature Reserve

Salary: R 159 316 - R163 375 (basic salary per annum excluding benefits)

Post Level: 16

Reference: EXT/25/26/54

Requirements: Grade 12, Conservation/ Field Ranger Certificate. 0-2 years of experience. Supervises the Ranger team. Valid driver's licence with PDP (Public Drivers Permit). Computer Literacy and Rifle handing. Ability to work under pressure, physical strong and health, excellent communication skills both written and verbal. "Graduates in the relevant field will be prioritised".

Duties: Supervises the Ranger team. Vehicle and foot patrol conduct investigations, control any illegal activity. Transporting personnel, material and equipment. Conduct fauna and flora management programs. Game management – removal of bush encroachment and alien invasive plants.

Business Unit: Environmental Management Position: Truck Driver Open Spaces X02

Salary: R 218 148 – R244 960 (basic salary per annum excluding

benefits) Post Level: 12

Reference: EXT/25/26/55

Requirements: Grade 12 or Equivalent qualification. 2-3 years' experience in operating a truck. Valid driver's licence with PDP (Public Drivers Permit). Ability to work under pressure.

Duties: Loading of branches, watering of street trees and transporting of personnel and material to and from different workstations.

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The advertised positions are in line with the Recruitment & Selection Policy, Employment Equity Act requirements and Municipal Staff Regulation.

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.

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Each application must be accompanied by Polokwane Municipality standard application form obtainable on the municipal website, 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: 12 December 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.

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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). Toll-Free Fraud Hotline: 015 290 2642/2628 email: Fraudhotline@polokwane.gov.za. ISCAM ISCAM IN ALEMAN

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 MAKEANYAPPOINTMENT.

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 MUNICIPALITY.

Business Unit: Environmental Management Position: Night Watch Cashier X01

Salary: R 163 375 – R178 461 (basic salary per annum excluding benefits)

Post Level: 15 Reference: EXT/25/26/56

Requirements: Grade 12, Security certificate registered with PSIRA, Computer Literacy. 0-2 years' experience. Ability to work under pressure, night shift. Rifle handling competency, Customer Care. "Graduates in the relevant field will be prioritised".

Duties: Attend or assist clients for night reservations and late check-in. Collect and record revenue generated at night payment bookings. Handling night queries and ensuring safety of guests, inspect chalets for early check outs. Search for incoming and outgoing cars.

Business Unit: Cultural Services Position: Library Assistant: City Library

Salary: R 218 148 – R382 311 (basic salary per annum excluding

benefits) Post Level: 12/09

Reference: EXT/25/26/57

Requirements: Grade 12, Basic computer literacy. 0-2 years' experiential knowledge of public libraries. Valid driver's license. Handling of books, computers, cash register, photocopiers, money handling. Good communication skills, work independently, good administration skills, good customer relations, punctual, Papyrus Library Administration, 6day worker, extended library hours till 17h00 on a roster basis. Physically

Fit. Priority will be given to graduates. Duties: Perform routine tasks e.g. shelving of books shelf reading, circulation, membership. Facilitate programs (holiday/children's programs, book displays, outreach) and others. Financial procedures, membership, stock taking, statistics, etc. customer care, solve problems reader's guidance. Specialized resources, e.g. Internet.

Business Unit: Stadia & Swimming Pools

Position: Lifeguards x 4 Salary: R155 541- R157 354 (basic salary per annum excluding

Post Level: 17

benefits)

Reference: EXT/25/26/58

Requirements: Grade 12 certificate. A valid Pool Lifeguard Award, certified by Lifesaving South Africa. First Aid Level 2 (or obtain one within 06 months' appointment). A relevant 1-2 years' experience in lifesaving. Basic water testing and or relevant certificates will be advantageous. The ability to meet the requirements according to the standard as per Lifesaving South Africa. Physically fit and able-bodied. Clear criminal record and no pending criminal cases, awaiting trial and/or pending sentencing cases and/or any form of inquiries. Good communication and conflict-handling skills and upholding the image of the city at all times. Drug-free and relevant proof of such.

Duties: Conduct Rescue Operations through prevention of death and injury by rescuing swimmers from the water. Identify swimmers struggling or beneath the water for too long and take the necessary steps and techniques to safely remove the swimmer from the water. Perform CPR procedures, working with other lifeguards and contacting emergency services personnel when need arises. Oversee swimmers' safety in maintaining swimmers' safety. Monitor water conditions and guest behavior, enforcing safety rules and paying close attention to swimmer activities and behavior. Issue warnings when a visitor is creating an unsafe environment and determine with the approval of the facilities Superintendent when they need to ask a guest to leave. Organize Pool activities by supporting visitors in organizing activities that is approved in and around the pool. Lifeguards work closely with the facility Superintendents to schedule and oversee these activities, which may occur outside of regular swimming hours, and ensure that participants have a safe and positive experience while visiting the pool. Monitor weather and conditions in maintaining overall safety by monitoring weather and water conditions for signs of danger. Open and Close pools Lifeguards are responsible for opening and closing swimming areas with the permission and directive of the Facility Superintendent. Contribute to maintenance and upkeep Lifeguards must also contribute to maintenance and upkeep activities in and around the pool or other swimming areas so that visitors can enjoy a safe clean environment. Ensure completion of First Aid, rescue and visual inspection reports and or any other reports that may rise in line of Lifeguards duties and inspect

DIRECTORATE: PUBLIC SAFETY

Reference Number: EXT/25/26/59

Business units: Disaster Management Position: Manager Disaster Management Salary: R890 587(basic salary per annum excluding benefits) Post Level: 01

Requirements: Bachelor Degree or B-Tech in Disaster Management /Fire Technology or equivalent qualification. 8-12 years' experience, of which 3 years should be in middle management. Valid Driver's License. Ability to work under pressure. Strong report writing, interpersonal, leadership presentation, communication, and computer literacy skills. Willingness to travel and work additional or irregular hours as required. **Duties:** Oversee the implementation of disaster and fire management acts, regulations and policies. Develop and manage disaster and fire volunteer units, disaster management plans, and fire risk assessments. Coordinate response, relief, recovery, and rehabilitation programmes for disaster- affected areas. Manage stakeholder participation and ensure alignment with sector departments and community structures. Supervise and manage human resources including performance management, staff development, discipline, and leave administration. Oversee financial management, including budgeting, expenditure control, and procurement processes. Contribute to and support the Integrated Development Plan

Business Unit: By-Law Enforcement & Security Position: Senior CCTV Surveillance Operator Salary: R 391 805 - R432 823 (basic salary per annum excluding benefits) Post Level: 08

Reference: EXT/25/26/60

Requirements: Grade 12, National Diploma in Contact Management or Call Centre Management, Policing, Security and Risk Management or equivalent qualifications 2 years' relevant experience in the control/ Call Centre or CCTV Surveillance monitoring environment. Physically fit, shift workers and be prepared to work under pressure. Six-day worker. "Graduates in the relevant field will be prioritised".

Duties: Supervise of personnel and resources. Allocate duties to personnel. Provide 24 hours' control Centre and CCTV operations. Communicate with other stakeholders to fast track the respond to the scene after the incidents have been detected. Preserve the footage and safe guard to serve as evidence in court or during investigation. Monitor and ensure radio communication for both internal and external calls are received and redirected to relevant stakeholders.

Business Unit: By-Law Enforcement & Security Position: By-Law Enforcement Officers X23

Salary: R 330 017- R489 852 (basic salary per annum excluding benefits)

Post Level: 09/07 Reference: EXT/25/26/61

Requirements: Grade 12, PSIRA Grade B Certificate, Diploma in Policing or Security Risk Management or equivalent qualification. Valid driver's licence with PDP. 2 years' relevant experience in security environment or policing. Physically Fit, be prepared to work under pressure. Computer Literacy. Firearm Competency. Shift workers. Sixday worker.

Duties: Conducting patrols to protect Municipal Infrastructure. Enforcement of By-Laws in supporting other SBU's. Investigation of Security breaches. Attending to complaints related to By-Laws violation. Attending to events taking place within the municipal jurisdiction and escorting the Executive Mayor to various places. Monitoring or attending Council meetings. Monitoring community protests, picketing and strikes.

Business Unit: By-Law Enforcement & Security Position: Operator: Emergency Communication x 5

Salary: R 278 334 - R382 311 (basic salary per annum excluding benefits)

Post Level: 10/09

Reference: EXT/25/26/62

Requirements: Grade 12, Customer Care Certificate/Call Centre Management/Diploma in Contact Management will be an added advantage/related equivalent qualification. 0-2 years' relevant experience. Shift workers. Six-day worker. "Graduates in the relevant field will be prioritised".

Duties: Handling and prioritizing emergency calls, assessing incident urgency and directing emergency services to respond. Obtain and record feedback on all emergencies and normal complaints. Handling of all complaints and telephone calls after hours, public holidays and weekends. Direct/divert calls as requested by officials and public. Take and logging of normal and emergency complaints. Activate and dispatch

the relevant emergency response teams where required. Ensure that no unauthorized person enters the emergency control centre. Assist with handling after-hours finance services enquiries and compile reconnection list and send to financial services. Recording and updating registers with details of messages, occurrences and responses. Notify the security services of the municipal premises alarm/panic alarm systems. Assist traffic and SAPS with E-Natis enquiries. Assist all the SBU's with general complaints and enquiries after hours. Update after hours and standby personnel contact details. Controls and maintains the control room area to ensure neatness and cleanliness of the area.

Business Unit: By-Law Enforcement & Security Position: Senior Security Officers x 2 Salary: R 178 461- R218 148 (basic salary per annum excluding benefits)

Post Level: 14/13 Reference: EXT/25/26/63

Requirements: Grade 12, Grade C Security Certificate, PSIRA Certificate or equivalent qualification. Valid driver's licence with PDP. 0-2 years' relevant experience in security environment or policing. Physically Fit, shift worker, be prepared to work under pressure. Computer Literacy. Firearm Competency. Shift workers. Six-day worker. "Graduates in the relevant field will be prioritised".

Duties: Provide supervision to Security Officers. Conduct parade on commencement and at the end of shift. Deploy Security Officers to respective access control points. Conduct access control duties. Keep summary of incidents reported during the shift. Conduct administrative duties relating to shift roasters, leave applications, and update and record keeping of access control registers. Conduct security site inspections. Attending complaints, recording, and investigating incidents occurring at municipal sites.

DIRECTORATE WATER AND SANITATION

Business Unit: Water Reticulation, Water Demand & Conservation Position: Meter Valve Technician

Salary: R 391 805 - R432 823 (basic salary per annum excluding benefits) Post Level: 08

Reference: EXT/25/26/64

Requirements: Grade 12, National Diploma in Civil Engineering. Trade Test, Valid driver's licence Code C1 with PDP. 0-2 years' relevant experience. Be prepared to work under pressure. Shift workers. Six-day worker. "Graduates in the relevant field will be prioritised".

Duties: Identify, maintain, repair and replacement of water meters, and regulating valves. Coordinates leak investigations to determine leak locations and communicate with the relevant unit or section for repairs. Coordinates the maintenance, installation, relocate, and removal of 4 construction meters and flow control devices. Coordinates the maintenance, repair and replacement of replenishment assessment charge (RAC) meters. Tactfully and courteously meets with residential and commercial customers to discuss and resolve water flow related problems and complaints. Fills out and maintains records and reports pertaining to appurtenance and leak detection. Update records for new and changed meter, by writing down the old meter number, address and the new meter number.

Business Unit: Water Reticulation, Water Demand & Conservation Position: Water Demand Management/ Water Collection Officer

Salary: R 391 805 - R432 823 (basic salary per annum excluding benefits)

Reference: EXT/25/26/65

Post Level: 08

Requirements: Grade 12, National Diploma in Civil Engineering. Valid driver's licence Code C1 with PDP. 0-2 years' relevant experience. Shift worker, be prepared to work under pressure. "Graduates in the relevant field will be prioritised".

Duties: Investigation on request or complaints from public e.g. low water pressure, leaks of faulty meters. Assess and determine faulty and inform relevant sections for repairs or further diagnostic. Using water data logging machine, leak detection equipment and laptop computer to determine the root cause of the leak. Write factual monthly reports regarding bulk water usage to engineer Testing meters. Follow up on complaints regarding unusually high-water consumption. Test meter on site to determine whether meter is faulty. Read zone meter and borehole meters to determine minimum night flow.

Business Unit: Water Reticulation, Water Demand & Conservation Position: Artisan Plumber x 4 (Mankweng x 1), (Seshego x 2), (Aganang x 1)

Salary: R 330 017 - R382 311 (basic salary per annum excluding

benefits) Post Level: 09

Reference: EXT/25/26/66

Requirements: Grade 12/N3 in Plumbing Certificate or equivalent plus Trade Test. 3 years of relevant experience IN Water & Sanitation Infrastructure Maintenance. Valid drivers (code C1) license with PDP. Traveling within the jurisdiction of the municipality. Six-day worker. Must be physically fit. Knowledge OT safety standards and general tools associated with plumbers e.g. range spanners plyers, and other equipment. Shift workers. Six-day worker.

Duties: Coordinates activities associated with the construction and installations of Water and Sanitation reticulation networks by reading and interpreting drawings/works orders detailing layout and specifications. Locating meters and conducting relevant investigations (water leaks, faulty meter readings, etc.). Marking routes for the running in and laying of pipes and/or measuring, marking and drilling plastered surfaces using handheld power tools. Installing valves, flow meters and/or bends, joins and diverts pipes using couplings and/or seam welding techniques. Constructing support structures using bricklaying techniques and applying finishing procedures, sealing joints and seams and plastering/covering open spaces. Inspecting works prior to commissioning and communicating with the immediate supervisor with regard to tests, adjustments and functionality of the installation.

Business Unit: Water Reticulation, Water Demand & Conservation Position: Storeman x 2, Mankweng/Sebayeng/Dikgale & City Salary: R196 342 - R218 148 (basic salary per annum excluding benefits)

Post Level: 13 Reference: EXT/25/26/67

Requirements: Grade 12, Diploma in Logistics/ Purchasing/ Supply Chain Management or equivalent qualification. 0-2 years' experience in supply chain management or similar environment will be advantageous. Valid driver's license. Computer literacy, good communications skills and good housekeeping skills. Must be able to work under pressure and be able to work for long hours. "Graduates in the relevant field will be prioritised".

Duties: Receive, store and issue materials, equipment and other items from storeroom, warehouse or storage yard. Keep records and compile stock reports within the area of accountability. Procure and maintain acceptable levels of materials stock and maintain equipment and tools. Ensure team adherence to specified standards, policies, SOPs to prevent and reduce wastage on financial resources and escalate associated risk. Ensure team adherence to Occupational Health and Safety Act and regulations. Carry out periodic inspections on equipment and tools identify and resolve queries and problems timeously.

Business Unit: Water Plant Operations and Quality Management Position: Lab Analyst Salary: R 244 960 - R272 765 (basic salary per annum excluding

benefits) Post Level: 11

Reference: EXT/25/26/68

Requirements: Grade 12, National Diploma in Analytical Chemistry and Natural Science or equivalent qualification. Valid driver's licence. 2-3 years' relevant experience. Shift worker, be prepared to work under pressure. Knowledge of ISO/IEC 1702 Standard will be an added advantage "Graduates in the relevant field will be prioritised". Duties: Conduct Chemical analysis. Coordinate and facilitate the preparation of sample using SOP's. Verify and confirm samples into a system to determine the results. Coordinate and facilitate the preparation of regents for analysis. Administer proper record keeping of all reports. Allocation of duties and resources to employees. Maintain discipline and code of conduct within the subordinates. Supervise the duties performed by subordinates. Determine and recommend the training needs of the subordinates.

Business Unit: Water & Wastewater Operations, Quality Management & Laboratory Services Position: Process Operator x4, Various Water and Wastewater Treatment Plants Salary: R163 375 - R196 342 (basic salary per annum excluding benefits)

Post Level: 15/13 Reference: EXT/25/26/69 Requirements: Grade12, with NQF Level 6 Qualification, in Water Care, Chemical Plant Operation, Chemical Engineering or equivalent. 0-2 years' relevant practical experience. Must have Class III or IV Process Controller (Water or Wastewater). Must be Computer Literate (Microsoft /Excel). Must have good communications and writing skills. Must have a driving license.

Duties: Open/Close valves to specific limits to control levels and regulate flow to/from storage units. Conduct test on samples using specific apparatus and equipment, referencing specifications to determine deviation, reporting outcomes and proceeding with corrective measures. Adjusting mechanical control settings to regulate chemical levels to enable disinfection, and or activating/ deactivating pumps to commence/stop the movement of treated/untreated water. Communicating with immediate supervisor, transmitting information on plant condition, performance and outcomes and /or executing specific instructions to address deviations or disruption to process. Logging specific activities/outcomes associated with process in registers, indicate times, incidents or occurrence and action, and forwarding update records for verification and approval.

The following Admin Assistant positions exist in various Directorates/ Strategic Business Units (SBU's) within the Municipality, and the successful candidates will be placed in the appropriate/suitable SBU.

Business Unit: Office of the City Manager Human Resources Management (Labour Relations) and Internal Audit Position: Admin Assistant x 3

Salary: R330 017 - R382 311 (basic salary per annum excluding benefits) Post Level: 09

Reference: EXT/25/26/70

Requirements: Grade 12, National Diploma in Office Admin / Public Management. Computer Literacy, Language Proficiency, Valid driver's License, 0-2 years' relevant experience in administration. Good communication Skills, good administration skills, logical thinker, work independently and as part of the team, be able to work under pressure and deadline driven environment and keep matters confidential. "Graduates in the relevant field will be prioritised".

Duties: Developing, maintaining and keeping the SBU calendar throughout the year. Provide admin support during meetings, assist with procurement issues, update and maintain office policies and procedures, typing of reports, memos, agendas, and minutes, arrange appointments and meetings. Develop and maintain filing system, perform any function that falls under the scope of admin and clerical work. Develop, implement and maintain a sound administrative system for the SBU. Typing of reports, memos, agenda and minutes during meeting. Perform any function which falls under the scope of admin and clerical work.

The following positions exist at various Strategic Business Units (SBUs) within the Municipality, and the successful candidates will be placed at the appropriate /suitable location /clusters and may be moved from time to time based on the operational needs of the Section/SBU.

Business Units: Water Reticulation, Water Demand Conservation, Facility Maintenance, Cluster Offices,

Environmental Management & Fleet Management Services Position: General Worker x59

Salary: R155 541 – R157 354 (basic salary per annum excluding

benefits) Post level: 17

Reference: EXT/25/26/71

Requirements: Grade 07 or ABET Level 3. Basic reading and writing. No experience. The physical attributes required for the performance of tasks associated with specific key performance areas in this post necessitates that the incumbent be physically sound and in a healthy condition. Be prepared to work shifts. Good sight ability and physically fit. Ability to bend, stoop and kneel as the employee must do physical Labour. Ability to carry, lift and push heavy objects. Be prepared to work in confined spaces and elevated heights. NB: Medical Certificate will be required. "Graduates in the relevant field will be prioritised".

Duties: Conduct general work. Execute trenches and backfilling. Loading and off-loading of materials and fittings. Assist plumbers in opening blocked sewer lines. Taking instructions from Artisan Plumber to repair burst water pipes. Perform any other relevant work attached to the line of duty. Cleaning the surroundings e.g. reservoirs, pump stations, offices, boreholes, etc. Removing and washing off debris from tools and/or vehicles using pressurized cleaning systems (handheld hoses). Cleaning equipment using specific cleaning aides (brush). Placing and stacking tools in designated storage areas and/or verbally reporting the condition/status of tools to the immediate supervisor. Grave digging, litter picking and general maintenance of the Cemeteries. Grass Cutting. General Maintenance of gardens and all facilities within the Reserve. General Maintenance of Parks and Open Spaces. Loading and offloading of materials. Cleaning of pool vehicles.

Routine cleaning of offices undertakes specific activities associated with the cleaning of facility by removing and replacing refuse bags from bins. Carrying refuse bags to designated areas for collection. Sweep vacuums, washes/mopping floors. Dusts furniture and washing dishes. Cleans kitchen and appliances with cleaning material. Cleaning ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls and checking and reporting defective items to the immediate supervisor or attention. Housekeeping, cleaning all equipment's (Hoovers, Scrubbing machines). Placing and stacking tools in a designated storage area and/or verbally reporting the condition /status of tools to the immediate supervisor. Ensures that all necessary equipment and materials required to perform cleaning duties are available by liaising with supervisor.

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Closing Date: 12 December 2025 Time: 12H30

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MISCANI MALERIA

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

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