

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

CHIEF OPERATIONS OFFICE

Business Unit: Executive Support

Position: Secretary to the Executive Mayor

Salary: R590 126,23 (Total all-inclusive package per annum)

Duration: Fixed Term Contract Linked to the Term of office of the Executive Mayor

Reference: EXT/25/26/73

Requirements: Grade 12, National Diploma in Office Management/Public Administration. 2-3 years of relevant experience in an administrative or secretarial role. Computer literate. Valid driver's license.

Competencies: The ability to pay attention to details, plan and organize, ability communicate manage time, demonstration of office management procedures. knowledge of Batho Pele Principles.

Duties: Organize and maintain the Executive Mayor's calendar, including scheduling appointments and meetings, and ensuring efficient time management. Manage incoming and outgoing correspondence, including emails and phone calls. Prepare agendas, take minutes during meetings, and follow up on action items to ensure timely completion of tasks. Prepare agendas, take minutes during meetings, and follow up on action items to ensure timely completion of tasks. Create, edit, and proofread documents, reports, and presentations, ensuring accuracy and professionalism. Handle sensitive information with discretion and maintain confidentiality in all communications and documents. Attend to the visitors of the Executive Mayor in line with Batho Pele principles. Plan and coordinate travel itineraries, including booking flights, accommodation, and transportation for executives.

Business Unit: Executive Support

Position: Assistant Manager: Special Focus Programs

Salary: R692 915 (basic salary per annum excluding benefits)

Post Level: 03

Reference: EXT/25/26/74

Requirements: Grade 12, Bachelor's Degree in Social Work / Psychology, Community Development and Social Sciences or equivalent qualifications. 3-5 years' relevant experience of which 02 years experience should be at supervisory level. Valid driver's license.

Competencies: Ability to work independently and in a team. Ability to conduct presentations and surveys. Ability to develop and make appropriate applications of policies and procedures. Ability to communicate at all levels. The ability to demonstrate customer care. Ability to account and adhere to ethical conduct. The ability to research and think strategically.

Duties: Develop and implement Gender focal point programs within the Municipality. Empower the municipality with Gender Focal point issues. Develop Programs in line with Gender Focal Point (Advocacy). Monitor and evaluate the impact of Gender Programs within the municipality. Develop policies and programs on Gender Focal Point. Advise the Council on issues of Special Programs. Plan and develop Youth programs within the Municipality.

Develop and maintain policies and programs to create awareness campaigns in line with National Youth programs (Advocacy). Plan the implementation and main streaming of youth main streaming Framework. Initiate and implement adequate channels to support youth organization within the municipality. Develop and implement Disability programs within the Municipality. Initiate, develop and plan the implementation of programs in line with Local Government Framework (Advocacy) within the municipality. Evaluate the impact of Disability programs within the municipality. Provide advice to council on Disability policies and Programs. Develop and implement Children's programs within the Municipality. Establish programs to empower the communities on the rights of children and other psycho-social issues. Identify, initiate and develop Programs in line with the Childcare Act no 74 of 1983.

PLANNING AND ECONOMIC DEVELOPMENT

Business Unit: City and Regional Planning

Position: Junior Town and Regional Planner: Spatial Planning

Salary: R 443 580-R540 973 (basic salary per annum excluding benefits)

Post Level: 07/06

Reference: EXT/25/26/75

Requirements: Grade 12, National Diploma/Degree in Town and Regional Planning. 0-2-year experience in Spatial Planning or any related field. Experience in a Municipal environment will be an added advantage. Valid driver's license. Registration with SACPLAN. *"Graduates in the relevant field will be prioritised"*

Competencies: Ability to demonstrate knowledge of regulations. Ability to communicate at all levels. Strong administrative and organisational skills. Ability to manage project documentation and deadlines. Analytical thinking and problem-solving ability. Ability to work well in teams, ability to interact with clients and

stakeholders. Computer and Software skills.

Duties: Responsible for all general administration within the unit, Receive and register applications from land use, circulate the files to relevant personnel, develop a proper filing system and maintain it. Channel the queries to the relevant personnel, respond to public queries on spatial planning-related matters. Stakeholder engagement, assist the unit in coordinating meetings of affected and interested parties. Handle administration in connection with regards to spatial planning. Conduct research as required for policy formulation.

Business Unit: City and Regional Planning

Position: Junior Town and Regional Planner: Land Use Management

Salary: R443 580 -R540 973(basic salary per annum excluding benefits)

Post Level: 07/06

Reference: EXT/25/26/76

Requirements: Grade 12, National Diploma/Degree in Town and Regional Planning. 0-2-year experience in Land Use Management. Experience in a Municipal environment will be an added advantage. Valid driver's license. Registration with SACPLAN. *"Graduates in the relevant field will be prioritised"*

Competencies: Ability to demonstrate knowledge of land-use applications and frameworks. Ability to demonstrate strong administrative and organisational skills. Ability to manage project documentation and deadlines. Analytical thinking and problem-solving ability. Ability to work well in teams and collaborate with senior planners, clients and stakeholders. Computer and Software skills.

Duties: Circulate and Process all Land Use applications. Assist in the evaluation of land use applications. Give support base to the Town Planners. Process and issue section 53 certificates and extensions of Timeframe Letters. Conduct site inspections. Circulate files to GIS/Finance after the proclamation. Facilitate Land Use Management meetings and prepare letters of execution after meetings. Attend meetings as and when required. Attend to public enquiries and all general land use matters.

Business Unit: Building Inspections

Position: Front Desk Receptionist

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

Post Level: 10

Reference: EXT/25/26/78

Requirements: Grade 12, National Diploma in Public/Office Management or equivalent qualifications. 0-2 years' relevant experience. Computer Literacy. Communication and interpersonal skills. *"Graduates in the relevant field will be prioritised"*

Competencies: Ability to communicate, ability to demonstrate customer care, ability multitask and prioritize work. Ability to use office equipment. Ability to interact with diverse stakeholders courteously. Strong service delivery mind set. Ability to handle enquiries. Ability to handle confidential information. Ability to handle complaints and requests professionally.

Duties: Receiving, updating and recording of applications/documentations/reports relating to building plan, hoarding, temporary building demolition and or conversion applications/queries, occupational certificates, monthly construction reports/statistics and complaints from public. Perform preliminary examination of all applications received to ensure that they are submitted in the correct format, with the required documentation. Circulation of building plans and other applications to relevant strategic business units. Follow up with different directorates concerning all applications forwarded to them. Provide monthly information/statistics concerning all applications processed/received. Responsible for filing documents in order to ensure administrative requirements and activities are complied with.

Business Unit: Human Settlement

Position: Assistant Housing Officers X4

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

Post Level: 09

Reference: EXT/25/26/79

Requirements: Grade 12, National Diploma in Office/ Administration and Management or equivalent qualifications. 0-2 years' relevant experience. Knowledge of Human Settlement/Housing administration may be an added advantage. *"Graduates in the relevant field will be prioritised"*

Competencies: Ability to demonstrate knowledge of regulations. Ability to communicate at all levels. Strong administrative and organisational skills. Ability to manage project documentation and deadlines. Analytical thinking and problem-solving ability. Ability to work well in teams, ability to interact with clients and stakeholders. Computer and Software skills.

Duties: Assist in administering the Human Settlement Demand Database (National Housing Needs Register (NHR)). Check Register and verify Subsidy Applications. Housing Subsidy System (HSS)

Administration. Performs Secretarial Functions. Performs any other administrative duties as directed by the Supervisor/Manager.

Business Unit: Property Management

Position: Assistant Property Officer

Salary: R330 017- R382311 (basic salary per annum excluding benefits)

Post Level: 09

Reference: EXT/25/26/80

Requirements: Grade 12, National Diploma in Real Estate or equivalent qualifications. 0-2 years' experience in property management. Computer Literacy and communication skills. A valid Driver's License. *"Graduates in the relevant field will be prioritised"*

Competencies: Ability to demonstrate knowledge of regulations. Ability to communicate at all levels. Strong administrative and organisational skills. Ability to manage project documentation and deadlines. Analytical thinking and problem-solving ability. Ability to work well in teams, ability to interact with clients and stakeholders. Computer and Software skills.

Duties: Assess property transfer applications. Conduct site inspection. Attend to general office enquiries. Compile and update records for property transfers. Prepare property transfer documents. Attend to general public queries. Verify compliance with Deed Registry Act. Receive and record incoming and outgoing response to ensure proper transfer record keeping for the SBU

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Closing Date: 06 March 2026

Time: 12H30

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Remember: If you pay a bribe for a job or tender, you are not just a victim, you are part of the corruption. If you receive any suspicious communication, report it immediately to the South African Police Service (SAPS).

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



ENQUIRIES: Manager: Human Resources Management, Ms. Ouma Napo, Tel No: 015 290 2116/2004/2031

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CITY MANAGER**

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COMMUNITY SERVICES

Business Unit: Waste Management

Position: Waste Educational Officer

Salary: R391 805- R 432823(basic salary per annum excluding benefits)

Post Level: 08

Reference: EXT/25/26/81

Requirements: Grade 12, National Diploma/Bachelor Degree in Environmental Health or Environmental Management Sciences with Waste Management as a major course/ subject. 0-2 years' experience in Waste Management. Valid code 10 driver's license with PDP (Public Driving Permit). **"Graduates in the relevant field will be prioritised".**

Competencies: Ability to communicate, Ability to plan and organise. Ability to research and think strategically, ability demonstrate knowledge of regulations. Ability to interact well with clients and fellow workers and work in teams. Ability to presentation and report writing. Physically fit,

Duties: Compile and Implement Waste Management education information to communities, public institutions. Arrange and conduct cleaning campaigns and special operations. Arrange and organize relevant waste education materials. Mobilize and empower recycling initiatives across the spectrum. Compile data /inventory of recyclers, waste pickers/ and declaimers. Liaise and coordinate with other stakeholders and NGOs. Distribute information regarding waste management development to public institutions, businesses, industries, etc.

Business Unit: Stadia & Swimming Pools

Position: Technical Operations & Maintenance

Support Officer

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

Post Level: 06

Reference: EXT/25/26/82

Requirements: Grade 12, National Diploma/Bachelor Degree in Sports Management/Facility Management or equivalent qualifications. 2-3 years' relevant experience in Sports & Recreation Management. Valid code 10 driver's license.

Competencies: Ability to communicate at all levels. Ability to understand the municipal service delivery and the impact thereof, Ability to work independently and in a team. Ability to follow and implement policies and procedures. The ability to demonstrate customer care. Ability to account and adhere to ethical conduct. The ability to research and think strategically.

Duties: Manage and monitor timely reporting to work and knock off time of the subordinates. Events management plan. Attending JOC and VOC Meetings. Plan and control cleaning activities establishing cleaning schedule, assigning different tasks and duties for subordinates. Perform routine inspections to ensure health & safety issues are adhered to. Draft weekly, monthly & annual reports. Booking of events in facilities.

Business Unit: Stadia & Swimming Pools

Position: Facility Officer

Salary: R218 148- R244 960(basic salary per annum excluding benefits)

Post Level: 12

Reference: EXT/25/26/83

Requirements: Grade 12, National Certificate in Sports Management/Facility Management or equivalent qualifications. 0-2 years' relevant experience in Sports & Recreation Management. Valid code 10 driver's license.

"Graduates in the relevant field will be prioritised".

Competencies: Ability to communicate at all levels. The ability to demonstrate strong customer care and interact with client well. Ability to work in a team. Ability to plan and organize. Ability to account and adhere to ethical conduct. The ability to think strategically. Ability to follow and implement policies and procedures.

Duties: Staff supervision. Manage and monitor timely reporting to work and knock off time of the subordinates. Plan and control cleaning activities establishing cleaning schedule, assigning different tasks and duties for subordinates. Perform routine inspections to ensure health and safety issues are adhered to. Draft weekly reports, monthly annual reports. Booking of events in facilities. Adhere and implement OHS regulations.

Business Unit: Stadia & Swimming Pools

Position: Facility Supervisor (basic salary per annum excluding benefits)

Salary: R218 148- R272 765

Post Level: 12/11

Reference: EXT/25/26/84

Requirements: Grade 12, National Certificate in Sports/Facility Management or equivalent qualifications. 0-2 years' relevant experience in Sports & Recreation Management. Valid code 10 driver's license.

"Graduates in the relevant field will be prioritised".

Competencies: The ability to think strategically, Ability to plan and organize. Ability to communicate at all levels. The ability to demonstrate strong customer care and interact with client well. Ability to work in a team. Ability to account and adhere to ethical conduct. Ability to implement and monitor implementation of policies and procedures.

Duties: Staff supervision. Manage and monitor timely reporting to work and knock off time of the subordinates. Reporting any damage or irregularities to ensure the Municipality is clean, safe and workable. Plan and control cleaning activities, establish cleaning schedules, and

assign different tasks and duties for subordinates. Perform routine inspections to ensure health and safety issues are adhered to. Draft weekly reports, monthly annual reports. Booking of events in facilities. OHS experience

Business Unit: Stadia & Swimming Pools

Position: Special Workman

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

Post Level: 11/10

Reference: EXT/25/26/85

Requirements: Grade 12, National Certificate in Horticulture/Plant Production or equivalent qualification. 0-2 years relevant experience. Valid driver's license. **"Graduates in the relevant field will be prioritised".**

Competencies: Ability to work under pressure. Ability to communicate. Ability to follow policies and procedures.

Duties: To maintain all Sports and Recreation Facilities situated within the boundaries of the Municipality.

Business Unit: Stadia & Swimming Pools

Position: Tractor Driver X3

Salary: R159 316- R163 375(basic salary per annum excluding benefits)

Post Level: 16

Reference: EXT/25/26/86

Requirements: Grade 7. 0-2 years' relevant experience in operating tractor with slashers. Code EB driving license.

Competencies: Ability to carry out duties unsupervised, in harsh weather conditions, and during irregular hours when required. The ability to follow written and verbal instructions. Health and safety knowledge. The ability to identify and react appropriately to hazards. Extensive knowledge of heavy equipment.

Duties: Driving and operating tractor equipment for maintenance of Sports & Recreational Facilities. Preparing all Sports & Recreational Facilities for different sporting codes & events. Perform intensive labour work at Sports & Recreational Facilities.

Business Unit: Cultural Services

Position: Librarian (Seshego)

Salary: R391 805-R432 823 (basic salary per annum excluding benefits)

Post Level: 08

Reference: EXT/25/26/87

Requirements: Grade 12, Bachelor of Information Studies / Bachelor of Information Science/ Postgraduate Diploma in Library Science will be an added advantage. Computer Literacy, physically fit, 0-2 years' experience in public library, good administration skills, good customer relations / handling of confrontational situations, time management, policy application, Advanced internet usage: DDC; LCSH; AACR2; Papyrus Library Software, online databases; Comprehensive general knowledge, Knowledge of authors and genres, Management / Supervision, handling of books, 6-day worker, extended library hours till 18h00 on a roster basis, Valid Driver's License. **"Graduates in the relevant field will be prioritised".**

Competencies: Ability to gather information and analyse issues, ability to work accurately and precisely. The ability to establish and maintain productive relationships with people within and outside of the municipality. Ability to listen attentively.

Duties: Management/supervision of the branch library. Responsible for short-term planning of library activities and execution in accordance with library policy and procedures. Determine user's needs by attending to enquiries through special requests and other interaction. Perform professional duties e.g. stock evaluation, selection of library material, weeding of books, reader guidance, user orientation, cataloguing, classification, etc. Perform routine tasks e.g. shelving books, shelf reading, circulation, and membership. Promote teamwork and verify work done by subordinates. Coordinate programs (holidays/ Children's programs, book displays, Outreach) and others. Responsible for administrative tasks and management of the library; stock control, financial procedures, membership, stock taking, statistics, etc. Responsible for customer care, solving problems, recommending substitute reading materials, when necessary, etc. Supervise subordinates and deal with staff matters within the section, identify training needs, render in-service training, allocate tasks, conflict resolution, staff performance, etc. Supervise internet facilities and allocated staff. verification of all data capturing for books and info files. Coaching and mentoring of library staff and volunteers. Report on maintenance problems regarding buildings and equipment

Business Unit: Cultural Services

Position: Senior Librarian Circulation

Salary: R443 580- R489 852 (basic salary per annum)

Post Level: 07

Reference: EXT/25/26/88

Requirements: Grade 12, Bachelor of Information Studies / Bachelor of Information Science/ Postgraduate Diploma in Library Science will be an added advantage. Computer Literacy, physically fit, 3 years' experience as a librarian. Management / Supervision, handling of books, photocopiers, computers, 3M gates, desensitizing apparatus, printers, cash register, money handling, good communication skills, work independently, good administration skills, good

customer relations or handling of confrontational situations, time management, policy application. Good administration skills, good customer relations/handling of confrontational situations, time management, policy application, 6-day worker, extended library hours till 17h00 on a roster basis, Valid Driver's License (own transport).

Competencies: Ability to gather information and analyse issues, ability to work accurately and precisely. The ability to establish and maintain productive relationships with people within and outside the municipality. Ability to listen attentively.

Duties: Management/supervision of the Circulation section of City Library. Responsible for short-term planning of library activities and execution in accordance with library policy and procedures. Determine user's needs by attending to inquiries through special requests and other interactions. Perform and professional duties e.g., stock evaluation, selection of library material, weeding of books, reader guidance, user orientation, cataloging, Classification, etc. Perform routine tasks e.g. shelving books, shelf reading, circulation, promote teamwork, and verify work done by subordinates. Responsible for administrative tasks and management of the library; stock control, financial procedures, membership, block loans, stock taking, statistics, etc. responsible for customer care, solving problems, recommend substitute reading materials, when necessary, etc. Supervise subordinates and deal with staff matters within the section, identify training needs, render in-service training, allocate tasks, conflict resolution, staff performance, etc. verification of all data captured books. Coaching and mentoring of library staff and volunteers. Report maintenance problems regarding buildings and equipment.

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BUDGET & TREASURY

Business Unit: Assets Management

Position: Accountant Land & Investment Property Assets

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

Post Level: 06

Reference: EXT/25/26/89

Requirements: Grade 12, National Diploma/ BCom in Accounting/ Financial Management or equivalent qualifications. No criminal record. 03 years relevant experience in Assets Management environment. Planning and Organizing skills, computer literacy, Report writing skills, and strong verbal and written communication skills. Valid driving license.

Competencies: Ability to demonstrate awareness of issues impacting service delivery, to demonstrate logical analytical reasoning and conceptual understanding, ability to communicate effectively.

Duties: Update and maintain assets register (movable and investment property). Prepare monthly assets reconciliation. Prepare for assets verification. Prepare assets disposal list. Handling of General and Audit queries. Staff supervision.

Business Unit: Supply Chain Management

Position: Senior Clerk: X2 Direct Purchasing-Direct Order Processing

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

Post Level: 09

Reference: EXT/25/26/90

Requirements: Grade 12, National Diploma/Degree in Supply Chain/Procurement/Finance/Commerce Management or equivalent qualifications. 2-3 years relevant experience in Supply Chain Management. *"Graduates in the relevant field will be prioritised".*

Competencies: Ability to demonstrate knowledge of procurement procedures and municipal SCM Regulations. Ability to demonstrate good organizational, communication, and computer skills.

Duties: Invite service providers for quotations. Evaluate compliance with the quotations received and recommend such. Issue purchase orders to service providers. Follow-up with service providers on the delivery of products. Allocate duties and resources to subordinates. Administer proper record keeping. Supervise the duties performed by subordinates. Allocate duties and resources to subordinates. Administer proper records keeping.

Business Unit: Supply Chain Management

Position: Clerk: Direct Purchasing

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

Post Level: 10

Reference: EXT/25/26/91

Requirements: Grade12, National Diploma/Degree in SupplyChain/Procurement/Finance/Commerce/Logistics Management or equivalent qualifications. 0-2 years relevant experience in Procurement or Supply Chain Management. Computer Literacy. *"Graduates in the relevant field will be prioritised".*

Competencies: Ability to read and write, understand basic instructions, pay attention to details, interact with stakeholders and answer basic questions, ability to follow procedures as prescribed in the policy.

Duties: Receive and capture quotations. File quotations as required by MFMA as well as copy of purchase order. Follow up with the service providers to verify a receipt of purchase order issued. Administer proper record keeping. Provide general admin during the quotation process. Advise customers on the best procurement method and on Supply Chain Management Policy requirements to ensure speedy response. Receive, Verify and capture source documents. Preparation of documentation requested for various Supply Chain Committees. Keep register of irregular, fruitless & wasteful expenditure.

CORPORATE AND SHARED SERVICES

Business Unit: Human Resources Management

Position: Chief Personnel Officer

Salary: R612 231-R643 418(basic salary per annum excluding benefits)

Post Level: 04

Reference: EXT/25/26/92

Requirements: Grade 12, National Diploma in Human Resources Management/Industrial Psychology and any related qualifications. 3 years' relevant experience in a Human Resources Management environment and must have at least 2-years of supervisory experience. Valid driver's license. Post is required to undertake all administrative requirements and responsibilities within laid down policies and procedures.

Competencies: The ability to plan and organize, communicate, consult, monitor and control, negotiate, and ability to understand municipal service delivery.

Duties: Analyze and verify that new employees are created on the system. Advice/Inform payroll of newly appointed/promoted/transferred/placed/seconded employees and acting appointments on remuneration, benefits, and allowances to be implemented in line with the approved salary structure, as well as notch increments for old employees. Advice employees on various service benefits available and monitor the process accordingly. Monitor the administration of leave. Coordination of salary budget in consultations with SBUs

Consolidate inputs from various SBU's and draft salary budget. Draft salary, long service rewards and Leave Encashment budget. Allocation of duties and resources to subordinates. Maintain discipline and code of conduct to subordinates

Business Unit: Human Resources Management

Position: Chief Recruitment Officer

Salary: R612 231-R643 418(basic salary per annum excluding benefits)

Post Level: 04

Reference: EXT/25/26/93

Requirements: Grade12, National Diploma in Human Resources Management/ Industrial Psychology any related qualifications. 3 years' relevant experience in a Human Resources Management environment, specifically in Recruitment, and must have at least 2 years of supervisory experience. Valid driver's license.

Competencies: The ability to plan and organize, communicate, consult, monitor and control, negotiate, and ability to understand municipal service delivery and its impact thereof.

Duties: Monitor and advice on the implementation of the recruitment policy. Monitor the vacancies and advise the superior on vacancies available. Monitor and advice on the recruitment process within the municipality. Compile a draft vacancy advertisement for approval. Attend to all queries related to adverts. Review and confirm the long lists compiled. Conduct the short listing together with relevant stakeholders/ clients. Monitor and attend the interview process and ensure reporting thereof. Monitor the screening process. Assess and analyze the appointment reports. Monitor the implementation of the Employment Equity Act. Coordinate the establishment of Employment Equity Committee. Implementation of the EE Plan. To ensure compliance with the Employment Equity Act.

Assess all reports generated by subordinates. Provide inputs into the development of the policy. Checking and verifying payment invoices of external providers prior to forwarding for processing. Allocation of duties and resources to subordinates. Administer proper record keeping. Maintain discipline and code of conduct to subordinates. Checking and verifying payment invoices of external providers prior to forwarding for processing. Supervise the duties performed by subordinates

Business Unit: Human Resources Management

Position: Senior Personnel Officer X4

Salary: R540 973-R597 234(basic salary per annum excluding benefits)

Post Level: 05

Reference: EXT/25/26/94

Requirements: Grade 12, National Diploma in Human Resources Management or Management Sciences related field with Human Resources or Industrial Psychology any related qualifications. 2 years' relevant experience in a Human Resources Management environment and must have at least 1 year of supervisory experience. Valid driver's license.

Competencies: The ability to plan and organize, communicate, consult, monitor and control, negotiate, and ability to demonstrate understanding of municipal service delivery.

Duties: Control the administration of new appointments, promotions, placement, transfers, secondments and acting appointments. Drafting of appointment/ promotions/ placement/ transfer/ secondments and acting appointment letters for the City Manager's approval. Create new employees on the system by capturing banking details, categorizing levels and

positions, etc. Inform and arrange with new employees for induction Advice/Inform payroll of newly appointed/promoted/transferred/placed/seconded employees and acting appointments; their remuneration, benefits, and allowances to be implemented in line with the approved salary structure, as well as notch increments of old employees.

Advice employees on various service benefits available and processes. Coordinate the admission of new employees to pension/provident funds. Coordinate the admission, amendments and termination of medical aids. Coordinate acquiring pension backed housing loans. Advise management on long service recognition and rewards. Advice employees on types of leave available. Provide training to employees on Employee Self Service System (ESS) Link employees on the ESS System. Advise management on long service recognition and rewards. Coordinate the admission, amendments and termination of medical aids

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Closing Date: 06 March 2026

Time: 12H30

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



ENQUIRIES: Manager: Human Resources Management, Ms. Ouma Napo, Tel No: 015 290 2116/2004/2031

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Business Unit: Human Resources Management

Position: Personnel Assistant X2

Salary: R244 960-R432 823 (basic salary per annum excluding benefits)

Post Level: 11/8

Reference: EXT/25/26/95

Requirements: Grade 12, National Diploma in Human Resources Management. 1-2 years relevant experience in a Human Resources Environment. Advanced knowledge in Human Resources Management is essential on this level. Valid driver's license. Computer Literacy.

Competencies: The ability to plan and organize, communicate, follow and implement policies and procedures, follow basic instruction, and ability to understand municipal service delivery.

Duties: Administration of new appointments, promotions, placement, transfers, secondments and acting appointments and termination of service. Inform appointees on their appointments. Appointments /promotions/placement/transfer/secondment and acting appointment. Prepare all documentations required for new appointments. Receive new appointees and guide/advice on the process to be followed. Provide forms, advice and administer the process of new employee to pension/provident funds. Admission, amendments and termination of medical aids. Administer the pension backed housing loans. Handling, processing and forwarding of medical board applications to respective pension/provident funds. Advice employees on types of leave available. Assist employees on the utilization of the ESS System. Capturing of manual leave applications. Consolidate the leave encashment applications. Maintain and update employee records on the record keeping system both manually(filing) and electronically (Payroll System).

Business Unit: Human Resources Management

Position: Occupational Health and Safety Officer

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

Level: 07/05

Reference: EXT/25/26/96

Requirements: Grade 12, National Diploma Safety Management NQF Level 6. 2-3 years' relevant experience in Health and Safety environment. Administering proper Filing of Documents provides input in the development of policies and procedures. Professional body. Registration (SACPCMP) membership.

Competencies: The ability to plan and organize, communicate, consult, monitor and control, negotiate, and ability to understand municipal service delivery and the impact thereof.

Duties: Implement all appointments as stipulated in the Occupational Health and Safety Act 85 1993. Coordinate all legal inspections and testing. Report on all incidents to the Department of Labour. Report and investigate all injuries on duty, Identify, monitor and measure an occupational health & Safety risk in the workplace. Coordinate, Monitor first aid in the municipality. Monitor all Contractors in the Municipality. Coordinate. Health and Safety training to ensure legal Compliance. Coordinate and monitor Health and Safety in all Business Units Health and Safety Committee by attending and advising. Compiling stats regarding Occupational Health and Safety.

Business Unit: Human Resources Development

Position: Adult Education & Training Facilitator (AET)

Salary: R278 334 – 315 745 (basic salary per annum excluding benefits)

Post Level: 10

Reference: EXT/25/26/97

Requirements: Grade 12, National Diploma/B-Tech in Adult Training /Teaching or any relevant related field. 2-3 years' relevant experience in adult Teaching.

Competencies: The ability to plan and organize, communicate, consult, monitor and control, negotiate, and ability to understand municipal service delivery.

Duties: Coordinate & Present Adult Education Training, Conduct & Coordinate AET road shows, schedule & plan the session, Prepare the Training facility in accordance with the lesson requirements, Issue invitations to learners Prepare lessons plans, Present the adult education Training & encourage positive participation of learners, assess learners & analysis outcome & diagnose problem, provide support & coaching to learners, Initiate & implement the best practice to enhance application & reinforcement of learning into practice, Liaison with relevant stakeholders (LGSETA, Councilors & service providers). Diagnosis & analysis of problems. In order to properly present Adult Education Training, administer & monitor proper record keeping, arrangement logistics for the session, prepare schedule for attendance & inform supervisors & employees/learners, file all the assessment for learners,

compiling & updating statistical information with respect to learners' attendance & levels & targets achieved, to ensure proper administration & dissemination of information, monitor the adequacy of current training interventions, supporting personnel development & reporting on workplace, impact post training and/or the need for change to plans, liaise with different stakeholder that adequate checks have been performed to verify accuracy & correctness of data derived from the field measurements, determine & recommend the training need of the subordinates, recommend of the leaves requested by subordinates, to ensure proper administration of sub unit.

Business Unit: Information and Communication Technology

Position: Senior Records Clerk

Salary: R443 580 R489 852 (basic salary per annum excluding benefits)

Post Level: 07

Reference: EXT/25/26/98

Requirements: Grade 12, National Diploma/Bachelor's Degree in Records Management/ Administration will be an added advantage. Computer Literacy. 2-3 years' relevant experience in Records Management environment. Records Management skills, Supervision skills, Problem solving and Organizing skills. Knowledge of Electronic Documents Records Management System

Competencies: The ability to read and write, understand basic instructions, pay attention to details, interact with stakeholders and answer basic questions, ability to follow procedures as prescribed in the policy.

Duties: Supervision of the administration of Electronic Records Management System and physical documents. Monitor the disposal process of documents. Deal with the classification and numbering of incoming documents. Responsible for supervision of Junior Records Officials. Management of telephonic and electronic enquiries relating to records. Knowledge of Electronic Document Records Management System.

Business Unit: Information Communication Technology

Position: Assistant Records Clerk (Sebayeng Cluster)

Salary: R244 960 – 272 765 (basic salary per annum excluding benefits)

Post Level: 11

Reference: EXT/25/26/99

Requirements: Grade 12, National Certificate in Records Management will be an added advantage. 0-2 years relevant Records Management Experience. Knowledge of records management system. *"Graduates in the relevant field will be prioritised".*

Competencies: Ability to read and write, understand basic instructions, pay attention to details, interact with stakeholders and answer basic questions, ability to follow procedures as prescribed in the policy.

Duties: Filing documents, scanning, and profiling documents electronically. Sorting & distributing Mail. Maintenance of filing cabinets.

TRANSPORTATION SERVICES

Business Unit: Public Transport Regulation and Monitoring

Position: Manager Public Transport Regulation & Monitoring

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

Post Level: 01

Reference: EXT/25/26/100

Requirements: Grade 12, Bachelor Degree in Public Affairs / B Comm Transport Economics / Operations/Logistics Management. 5- 8 years' relevant experience of which 3 years should be at a supervisory level. Manage all public transport regulation and monitoring activities within Polokwane Municipality.

Competencies: Knowledge of public transport legislation, regulations and monitoring tools. Strong leadership, analytical, and report writing skills. Excellent communication and stakeholder management abilities. Knowledge of transport safety standards and enforcement procedures. Interpersonal skills, Negotiating skills, Conflict Resolution

Duties: Manage and develop industry transition through change management strategies and monitor implementation. Conduct research on the impact of the Polokwane Integrated Public Transport Network on affected operators. Manage stakeholder engagement. Manage human resources in SBU. Manage implementation of IDP within the SBU. Manage SBU budget.

Business Unit: Intelligent Transportation Systems Metaling

Position: Assistant Manager: Ticketing, Demand and Fares

Salary: R692 915 (basic salary per annum excluding benefits)

Post Level: 03

Reference: EXT/25/26/101

Requirements: Grade 12, Bachelor's Degree in Accounting, Financial Management or equivalent qualifications. 3-5 years' relevant experience, of which 2

years should be in transport environment.

Competencies: Ability to demonstrate the knowledge of transport systems, policy, legislation, and compliance. Ability to demonstrate knowledge of strategic and operational planning capabilities. Problem solving, decision-making, and analytical thinking. Strong verbal and written communication. Managing multiple tasks/ deadlines and the ability to think strategically. Ability to demonstrate municipal service delivery. Interpersonal skills.

Duties: Coordinate the planning of transport system, Monitor, implement and report on the Automated Fare Collection system. Analyze passenger demand to inform fare structures, service planning, and capacity management. Enhance passenger experience through efficient ticketing systems and responsive customer service. Run year end and month end programmes and check BRT system bank reconciliations. Overseeing ticketing systems, ensuring seamless passenger experience, and implementing improvements. Ensure effective monitoring of fare revenue collection processes and enforce compliance with relevant internal controls, policies and audit recommendations. Manage the interface and integration between AFC systems and third-party financial platforms, i.e. banks, mobile payments, etc. Analyze data to support operational decisions and policy deployment to improve financial planning and forecasting. To develop and implement fare structures, discounts, and promotions to optimize revenue and passenger growth.

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Business Unit: Public Transport Regulation and Monitoring

Position: Assistant Manager: Public Transport Regulation & Compliance

Salary: R692 915 (basic salary per annum excluding benefits)

Post Level: 03

Reference: EXT/25/26/102

Requirements: Grade 12, Bachelor's Degree in Transportation Planning/Transportation Economics/Operations Management or equivalent qualifications. 3-5 years' relevant experience of which 2 years should be at a supervisory level. To provide regulatory and compliance advice for Public Transport operation in the Municipality.

Competencies: Understanding transport systems, policy, legislation, and compliance. Projects and operational planning capabilities. Problem solving, decision-making, and analytical thinking. Strong verbal and written communication. Managing multiple tasks/deadlines. Interpersonal skills, Negotiating skills, Conflict Resolution.

Duties: Manage Public Transport Operating Contracts. Manage and regulate operating licenses and ranking facilities within the jurisdiction of Polokwane Municipality. Monitor and report Public Transport contractual breaches timeously. Provide Public Transport operations quality assurance services. Ensure the implementation and management of the Vehicle operating License Agreement (VOCA). Manage Independent Public Transport supervisory monitoring firms. Manage the Public Transport contracted services penalty regime. Assist in the development of fees and tariffs for the use of Public Transport facilities. Provide secretarial services for the Polokwane Public Transport Operating License Committee (PTOLC). Monitor the coordination of data relating to Public Transport in the Municipality. Liaise with the relevant regulatory authorities and public transport operators regarding the issuance of Public Transport Licenses.

Business Unit: Planning and Operations

Position: Assistant Manager: Transport Planning

Salary: R692 915 (basic salary per annum excluding benefits)

Post Level: 03

Reference: EXT/25/26/103

Requirements: Grade 12, Bachelor's Degree in Transportation Planning/ Operations Management/ Logistics/ Economics or equivalent qualifications. 3-5 years' relevant experience of which 2 years should be at a supervisory level.

Competencies: Understanding transport systems, policy, legislation, and compliance. Projects and operational planning capabilities. Problem solving, decision-making, and analytical thinking. Strong verbal and written communication. Managing multiple tasks/deadlines.

Duties: Develop the Technical Operation Plan. Develop the Transport Service Plan. Implementation of CBD public transport precinct. Develop comprehensive Integrated Transport Plans. Develop freight Integrated Freight Movement Plan. Assist with the development of Integrated Public Transport Plan. Productivity/Performance and personnel management. Financial control. Forward Planning.

Business Unit: Planning and Operations

Position: Transport Planner

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

Post Level: 06

Reference: EXT/25/26/104

Requirements: Grade 12, National Diploma/Bachelor's Degree in Transportation Planning/ Transport Management/ Logistics/ Transport Economics or equivalent qualifications. 3 years' relevant experience in Transport Planning environment.

Competencies: Ability to assess transportation regulations and compliance. Clear written and verbal communication, including reporting and presenting findings. Ability to work collaboratively across departments and with stakeholders.

Duties: Facilitate the implementation of the bus operation plan. Develop bus schedule and route maps. Coordinate and analyse passenger information for future Transport Plan. Effectively monitor the flow of services and service change information. Monitor the efficient operation of the station precinct in terms of the marshalling of commuters. Monitor that safety and security standards are adhered to within the station precinct and resolve problem areas identified. Plan and monitor customer service at stations. Monitor that the station is well maintained. Plan and implement an efficient and optimal operation of the control Centre operations. Assess Data received from Supervisors and Inspectors in respect of problem areas and revert with solutions. Supervise subunit.

Business Unit: Public Transport Regulation and Monitoring

Position: Quality Assurance Supervisor

Salary: R391 805- R432 823 (basic salary per annum excluding benefits)

Post Level: 08

Reference: EXT/25/26/105

Requirements: Grade 12, National Diploma in Production Management/Operations Management with ISO 9001 Implementation and Auditing Certificate. 2-3

years relevant experience.

Competencies: Ability to gather data and analyze, ability to communicate. Ability to demonstrate knowledge of quality systems and audit skills. Ability to work independently and in a team.

Duties: Perform ongoing quality audits and inspections. Perform ongoing quality inspection on service rendered. Report on quality audit findings. Communicate and report on inspection results. Implement continuous improvement initiatives.

PUBLIC SAFETY

Business Unit: Disaster Management

Position: Chief Disaster Management

Salary: R612 231 - R643 418 (basic salary per annum excluding benefits)

Post Level: 04

Reference: EXT/25/26/106

Requirements: Grade 12, National Diploma/Bachelor's Degree/Advanced Diploma in Disaster Management or equivalent qualification. Minimum of 8 or more years in the field of Disaster Risk Management of which two should be senior level. Valid driver's license. DMISA Registration Practitioner.

Competencies: The ability to plan and organize, communicate, consult, monitor and control, negotiate, and ability to understand municipal service delivery and its impact thereof. Computer Literacy.

Duties: Assist and participate in implementation of measures aimed at reducing and preventing risk and disasters. Ensure Disaster Preparedness Program are executed in line with the mandate of disaster management. Assist in managing multi-disciplinary emergency and disaster risk planning and implementation at reducing and mitigating disasters. Lead operational, tactical and strategic planning. Disaster Risk Management Awareness and capacity building in the Municipality. Assist in the implementation of Disaster Management Act programs. Responsible for implementation of disaster projects and program management. Plans and implements disaster management public awareness, preparedness and education campaigns. Assist in managing risk and resources dealing with emergencies and disasters. Managing the establishment of the state of readiness by ensuring involvement of stakeholders and government sectors involvement in disaster management. Managing the development of knowledge and capacities among government departments, professional response and recovery.

Business Unit: Disaster Management

Position: Divisional Officer - Fire Safety

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

Post Level: 06

Reference: EXT/24/25/107

Requirements: Grade 12, Diploma in Fire Technology or equivalent from an accredited Institution. 10 years' experience in an established designated Fire Services environment of which 5 years should be as a Station Officer Fire Safety. Code EC driver's license will be an added advantage. Level 3 First Aid Certificate. Haz-Mat Awareness Certificate. Haz-Mat First Responder Certificate. Fire Fighter 1 and 2 Certificate. Must be 100% physically fit. High Angle Rope Rescue. Law Enforcement Officer. Advanced Fire Prevention Course will be an added advantage. Fire Investigate Course (FPA/NFPA or equivalent) will be an added advantage. Computer Literacy

Competencies: The ability to communicate effectively. The ability to persuade and influence others using logic and reason.

Duties: Perform the managerial functions of the specific section at the station employed. Supervise standby duties on rotational roster. Can be expected to work overtime. Attend to emergency calls and management of incidents when relevant, deployment at events and special services as VOC representative. Pre-event fire safety inspection and evaluation. Compile day to day administrative tasks. Compiling of investigation and event safety reports. Law enforcement of applicable legislation including codes of practice and by-laws, norms and standards. Liaison with professional teams, evaluation and consideration of rational design, scrutinizing of building plans, including LPG installations and Major Hazardous Installations including bulk storage. Transporting and storage of dangerous and hazardous goods inspections and issuing permits. Monitor and advice on all unsafe municipal facilities with regards to fire safety. Inspections and site meetings of developed sites and those under construction, occupation inspections. Site development plans. Keeping and maintaining of all relevant fire safety records for insight as needed. Staff management of the section as applicable. Controlling of leave and overtime. Controlling day to day activities. Report directly to the Deputy Chief Fire Officer. Advise on fire issues where applicable.

Business Unit: Disaster Management

Position: Station Officer – Fire Safety X2

Salary: R443 580-R489 852 (basic salary per annum excluding benefits)

Post Level: 07

Reference: EXT/25/26/108

Requirements: Grade 12, Diploma in Fire Technology or

equivalent from accredited institution. Level 3 First Aid Certificate. Haz-Mat awareness Certificate. Haz-Mat first responder. Fire Fighter 1 and 2. Law enforcement officer. Advanced Fire Prevention Course will be an added advantage. 7 years' experience in established designated service, of which 3 years at supervisory level. Code EC driver's license will be an added advantage. Fire investigation course (FPA/NFPA or equivalent) will be an added advantage. Must be 100% physically fit. Computer Literate MS Word. Experience as Leading Fireman will be an added advantage.

Competencies: The ability to communicate effectively. The ability to persuade and influence others using logic and reason. The ability to communicate ideas and information effectively, both verbally and in writing.

Duties: Perform managerial functions for the specific section when required (Acting). 5-day worker expected to perform standby on rotational roster. Can be expected to work overtime. Compiling of Fire reports. Responding and attending to emergency calls when relevant. Pre-event fire safety inspection and evaluation. May utilize as representative in VOC during events. Carry out inspections on a daily basis at all premises including household and occupation inspections. Writing of inspection reports, notices of spot fines. Attend information session for schools and communities. Taking and recording of flow tests at new and existing premises. Co-coordinating of servicing of extinguishers and fixed fire equipment municipal facilities. Inspection of trucks transporting dangerous, HAZMAT and flammable cargo. Attend site development meetings as needed on new development. Attend underground tank installation meeting and site inspections. Scrutinizing of plans as delegated and applicable. Issuing and delivering of registration certificates. Attend and report to the Divisional Officer Fire Safety on daily basis.

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Business Unit: Disaster Management
Position: Station Officer - Operational X2
Salary: R443 580-R489 852 (basic salary per annum excluding benefits)

Post Level: 07
Reference: EXT/25/26/109

Requirements: Grade 12, Diploma in Fire Technology or equivalent from accredited institution. Level 3 First Aid Certificate. Haz-Mat awareness Certificate. Haz-Mat first responder Certificate. Fire Fighter 1 and 2 certificates. High Angle Rope Rescue certificate. 7 years' relevant experience in established designated service, of which 3 years at supervisory level. Must be 100% physically fit. Computer Literate MS Word. Experience as Leading Fireman Operational will be added advantage. Code EC driver's license will be added advantage.

Competencies: The ability to communicate and effectively. The ability to persuade and influence others using logic and reason.

Duties: Perform managerial functions when required for the specific section. 5-day worker expected to perform standby on rotational roster. Attending to emergency calls and management of incidents, deployment at special services and events. Station administrative tasks and day to day shift management. Writing of fire and incidents reports, service accounts. Compiling of event plans if required to. Management of subordinate staff: Leading FM to Junior FM. Resolving conflict where possible and take corrective steps. Controlling and managing of leave and sick leave taken by subordinates. Management of subordinate overtime worked and checking of overtime documentation. Controlling OHS documentation and standard test records. Compiling day to day work control documentation. Reporting and follow up on all defects and progress in the station where deployed. Report directly to the Divisional Operational, undergo training when relevant and required to.

Business Unit: Disaster Management
Position: Junior Fireman X5
Salary: R244 960-R382 311 (basic salary per annum excluding benefits)

Post Level: 11/09
Reference: EXT/25/26/110

Requirements: Grade 12. Fire Fighter I, Fire Fighter II with Hazmat Operations or equivalent. SAQA accredited qualification from: SAESI or IFE No criminal record. Candidate Physical Ability Test (CPAT). Medical Test NFPA 1582. 0-2 years' relevant experience. EC Driver's license.

Competencies: Good communication skills. Ability to work under pressure and in emergency conditions. Teamwork and discipline. Knowledge of firefighting equipment and procedures. Understanding of occupational health and safety. Carrying heavy equipment.

Duties: Work 24-hour shift system. Attending Fire and Rescue calls. Manning of the Control Room. Daily vehicle and equipment checks. Attending Haz-Mat calls and special services. Day to day maintenance of the station, vehicles and equipment. Participate in group inspection and drills.

Business Unit: Traffic and Licensing
Position: Chief Traffic Officer - Law Enforcement
Salary: R612 231-R643 418 (basic salary per annum excluding benefits)

Post Level: 04
Reference: EXT/25/26/111

Requirements: Grade 12, NQF Level 06 Traffic related qualification from an accredited institute for higher learning. Basic Traffic Officer's Diploma conferred by an accredited Traffic Training College. Valid Driver's License. 5 years' relevant experience as Traffic Officer of which 3 years thereof should be at middle management level. Experience as Traffic Officer with extensive knowledge and capabilities on Traffic matters with valid Provincial Infrastructure no. The ability to register as peace officer and traffic officer within the province. No criminal records nor pending criminal cases.

Competencies: The ability to plan and organize, communicate, consult, monitor and control, negotiate, and ability to understand municipal service delivery and its impact thereof. The ability to interpret and enforce traffic and licensing legislative prescripts. Computer literate. Communication skills, people management and ensure consequence management process.

Duties: Ensure traffic law enforcement operational duties within the Municipality. Liaison with internal and external stakeholders on traffic related matters. Ensure accountability on matters affecting Municipality on traffic issues. Ensure appropriate allocation of resources within Traffic and Licensing. Ensure that all financial obligations in line with the applicable financial system of the Municipality are aligned and accounted for. Ensure appropriate allocation management of resources. Ensure compilations and submissions of Municipal report on Traffic matters. Ensure continuous maintenance and calibration of electronic system.

Business Unit: Traffic and Licensing
Position: Chief Licensing Officer
Salary: R612 231-R643 418 (basic salary per annum excluding benefits)

Post Level: 04
Reference: EXT/25/26/112

Requirements: Grade 12, Diploma Examiner for Driving Licenses Grade A. and Diploma Examiner for Driving License Grade A. NQF level 06 tertiary qualification from an accredited institute for higher learning. 5 years' relevant experience in Licensing field of which 03 years should be at supervisory level. Natis full-end user. Valid Driver's License.

Competencies: The ability to plan and organize, communicate, consult, monitor and control, negotiate, and ability to understand municipal service delivery and its impact thereof. The ability to interpret and enforce traffic and Licensing legislative prescripts. Computer literate.

Duties: Ensure administrative and operational duties within licensing sub-unit. Ensure that all financial obligations in line with the applicable financial system of the municipality are aligned and accounted for. Ensure internal and external reports on account for activities conducted in the unit. Liaison with internal and external stakeholders on licensing issues. Ensure allocation of optimal utilization of available resources within the SBU of Traffic and Licensing. Ensure accountability on matters affecting the Municipality on licensing issues. Ensure compilations and submission of Municipal reports on licensing matters. Ensure continuous maintenance and calibration of electronic system.

Business Unit: Traffic and Licensing
Position: Assistant Chief Traffic Officer-Traffic Administration & Training Academy
Salary: R540 973-R597 234 (basic salary per annum excluding benefits)

Post Level: 05
Reference: EXT/25/26/113

Requirements: Grade 12, NQF level 06 Traffic-related qualification from an accredited institute for higher learning. Basic Traffic Officer's Diploma conferred by an accredited Traffic Training College. 4 years relevant experience as Traffic Officer of which 02 years should be at middle management level. Experience as Traffic Officer with extensive knowledge and capabilities on Traffic matters with valid Provincial Infrastructure. No criminal records nor pending criminal cases. Valid Driver's License.

Competencies: Strong knowledge of traffic and law enforcement legislation, policies and regulations. Problem solving, decision-making and negotiation skills. Communication and interpersonal skills. The ability to interpret and enforce traffic and licensing legislative prescripts. Computer literate.

Duties: Ensure traffic law enforcement operational duties within the Municipality. Liaison with internal and external stakeholders on traffic related matters. Ensure accountability on matters affecting Municipality on traffic issues. Ensure appropriate allocation of resources within Traffic and Licensing. Ensure that all financial obligations in line with the applicable financial system of the Municipality are aligned and accounted for. Ensure appropriate allocation management of resources. Ensure compilations and submissions of Municipal report on Traffic matters. Ensure continuous maintenance and calibration of electronic system.

Business Unit: Traffic and Licensing
Position: Management Representative (VTS & DLTC)

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

Post Level: 06
Reference: EXT/25/26/114

Requirements: Grade 12, NQF level 06 tertiary qualification from accredited institute for higher learning. Natis full-end user. Valid Driver's License. 4 years' applicable experience as an examiner for Learners & Driving Licenses. Be registered as examiner of driving license Grade A. Testing of Learner's license of any code and driving license of any class of motor vehicle.

Competencies: The ability to communicate, ability to follow and implement the regulations and the ability to demonstrate customer care.

Duties: Supervise and manage DLTC operations. Ensure that all examiners understand and know the requirements of applicable Acts. Ensure compliance by monitoring testing activities on regular basis. Ensure that the DLTC complies with the minimum requirement as described at all times. Ensure that all documentations are completed in full. Ensure that the testing materials are kept safe and calibrated. Manage the DLTC diary for examiners. To curb all fraudulent activities to law enforcement agencies. To attend provincial licensing forums meetings. To attend all queries related to licensing. To ensure that all records are filed and kept accordingly.

Business Unit: Traffic and Licensing
Position: Assistant Chief Traffic & Law Enforcement

Salary: R540 973-R597 234 (basic salary per annum excluding benefits)

Post Level: 05

Reference: EXT/25/26/115

Requirements: Grade 12, NQF level 06 Traffic-related qualification from an accredited institute for higher learning. Basic Traffic Officer's Diploma conferred by an accredited Traffic Training College. Valid Driver's License. 4 years' experience as Traffic Officer of which 02 years thereof should be at middle management level. Experience as Traffic Officer with extensive knowledge and capabilities on Traffic matters with a valid Provincial Infrastructure no. No criminal records nor pending criminal cases.

Competencies: Strong knowledge of traffic and law enforcement legislation, policies and regulations. Problem solving, decision-making and negotiation skills. Communication and interpersonal skills. The ability to interpret and enforce traffic and Licensing legislative prescripts. Computer literate. People management and ensure consequence management processes. The ability to be registered as peace officer and traffic officer within the province.

Duties: Ensure traffic law enforcement operational duties within the municipality. Liaison with internal and external stakeholders on traffic related matters. Ensure accountability on matters affecting the Municipality on traffic issues. Ensure proper allocation of resources within Traffic and Licensing. Ensure that all financial obligations in line with the applicable financial system of the municipality are aligned and accounted for. Ensure appropriate allocation management of resources. Ensure compilations and submission of Municipal reports on Traffic matters. Ensure continuous maintenance and calibration of electronic system.

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Closing Date: 06 March 2026
Time: 12H30

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ENQUIRIES: Manager: Human Resources Management, Ms. Ouma Napo, Tel No: 015 290 2116/2004/2031

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Business Unit: Traffic and Licensing

Position: Superintendent - Cluster and By-Law Enforcement X2

Salary: R443 580-R489 852 (basic salary per annum excluding benefits)

Post Level: 07

Reference: EXT/25/26/116

Requirements: Grade 12, Basic Traffic Officer's Diploma conferred by accredited Traffic Training College. NQF level 06 licensing related tertiary qualification from an accredited institute for higher learning. Valid Driver's License. 3 years' experience as Traffic Officer/Assistant Superintendent with extensive knowledge of Traffic related Municipal By-Laws and cluster traffic services. No criminal record nor pending criminal cases. The ability to be registered as peace officer and traffic officer within the province. NB: the incumbent should not be requiring the refresher courses. 6 day and shift worker.

Competencies: Ability to demonstrate leadership and people management. Knowledge of municipal by- laws applicable legislation. Report writing and communication skills. Attention to detail and report writing. The ability to supervise and enforce all traffic related duties as prescribed, including the ability to drive a motor vehicle of the class of driving licenses in possession of.

Duties: Shift supervisory duties municipal wide. Enforcement of general municipal traffic related duties and By-Laws. Ensure traffic control and manning of congested intersections, events and conducts traffic escorts. Ensure performance management and related portfolio of evidence for subordinates. Ensure pound and impoundment of vehicles. Ensure parking management and continuous manning of city streets for traffic law enforcement duties. Ensure administrative duties for Traffic fines, traffic reports and related reporting's. Ensure attendance of Traffic court sessions/meetings and any other related sessions. Ensure general traffic related compliance issues such as parades, legibility to possess equipment and related duties.

Business Unit: Traffic and Licensing

Position: Licensing Officer - Clusters

Salary: R391 805-R432 823 (basic salary per annum excluding benefits)

Post Level: 08

Reference: EXT/25/26/117

Requirements: Grade 12, NQF level 06 tertiary qualification from accredited institute for higher learning. Natis full-end user. 2 years' experience as Natis clerk/cashier Licensing. No criminal records nor pending criminal cases. Code B driving license. The ability to interpret and apply Traffic and Licensing legislative prescripts.

Competencies: The ability communicate, ability to follow and implement the regulations and the ability to demonstrate customer care. Computer literate

Duties: Ensure supervisory functions within the applicable field. Ensure administrative and operational duties within licensing sub-unit. Ensure that all financial obligations in line with the applicable financial system of the municipality are aligned and accounted for. Ensure internal and external reports on account for activities conducted in the unit. Liaison with internal and external stakeholders on licensing issues. Ensure allocation and optimal utilization of available resources within the SBU Traffic and Licensing. Ensure accountability on matters affecting the Municipality on licensing issues. Ensure compilations and submission of Municipal reports on licensing matters.

Business Unit: Traffic and Licensing

Position: Traffic Wardens X2

Salary: R218 148-R244 960 (basic salary per annum excluding benefits)

Post Level: 12

Reference: EXT/25/26/118

Requirements: Grade 12, Law Enforcement certificate conferred by any authorized traffic institution. Valid driver's license. 1-year experience as point duty officer with extensive knowledge of Traffic related Municipal By-Laws will serve as an added advantage. No criminal record nor pending criminal cases. 6 day and shift worker. *"Graduates in the relevant field will be prioritised"*.

Competencies: The ability to enforce traffic related Municipal By-Laws coupled with the ability to drive a motor vehicle of the class of driving licenses in possession of.

Duties: Enforcement of Municipal Traffic Related By-Laws. Traffic control at congested intersections and events/funerals. Traffic escort services. Pound and Impoundment of vehicles. Parking Management services. Traffic court duties. General traffic related duties.

Business Unit: Traffic and Licensing

Position: DLTC Examiner Grade A. X2

Salary: R391 805-R432 823 (basic salary per annum excluding benefits)

Post Level: 08

Reference: EXT/25/26/119

Requirements: Grade 12, Examiner of Driving Licenses Diploma Grade A. Not requiring refresher course. Natis full-end user. 2 years' relevant experience, within Traffic and licensing fraternity coupled with the ability to access e-Natis/Natis transactions. Code EC and A driver's license. Physically fit. *"Graduates in the relevant field will be prioritised"*.

Competencies: The ability to communicate, ability to follow and implement the regulations and the ability to demonstrate customer care. Knowledge of eNatis software, ability to operate LCU/LE equipment, computerized learner's equipment and motorcycle test equipment.

Duties: Examine applicants for learners and driving licenses in accordance with the requirements of K53 manual and the NRTA. Evaluate and screen applicants for learners, driving licenses, driving license renewal, and PROP for visual and fitness by means of Live Capturing Unit (LCU) or Live Enrolled Unit to comply with the RTA. evaluate municipal drivers for competency to comply with transport policy.

Business Unit: Traffic and Licensing

Position: VTS-Examiner of Vehicles: Vehicle Testing (Aganang Station)

Salary: R391 805-R432 823 (basic salary per annum excluding benefits)

Post Level: 08

Reference: EXT/25/26/120

Requirements: Grade 12, Diploma Examiner of motor vehicles Grade A, Natis full-end user. Code EC and A (Compulsory for grading purposes). 2 years' relevant experience as a Grade A Examiner of Vehicles. Thorough knowledge of all transactions performed in the examination of vehicles. Physically fit and be willing to work under strenuous/hectic conditions (Test-Pit). Have no criminal or pending criminal record (Shortlisted candidates will be subjected to thorough security/vetting checks).

Competencies: The ability to communicate, ability to follow and implement the regulations and the ability to demonstrate customer care.

Duties: Examination of Vehicles (All classes as prescribed). Compile roadworthy test reports. Operate the most recent vehicle test equipment. Advising Management of any need for compliance issues pertaining to the upgrading of testing equipment.

Business Unit: Traffic and Licensing

Position: Traffic Officer X6

Salary: R244 960-R432 823 (basic salary per annum excluding benefits)

Post Level: 11/08

Reference: EXT/25/26/121

Requirements: Grade 12, Basic Traffic Officer's Diploma conferred by accredited Traffic Training College. (not requiring refresher courses). 3 years as a traffic warden will be an added advantage. No criminal record nor pending criminal cases, at least Code B Driving License, and be able to operate such vehicle. Physically fit. Stress management. Six days and shift workers and be willing to work extreme weather conditions. *"Graduates in the relevant field will be prioritised"*.

Competencies: The ability to enforce all traffic related duties as prescribed, including the ability to drive a motor vehicle of the class driving licenses in possession of. Customer orientated

Duties: Traffic control at events, congested areas, and related corridors. Traffic law enforcement and enforcement of Municipal By-laws. Impoundment of vehicles in line with the appropriate legislative framework. Court attendance and appearance as a witness and traffic-related court orderly. Accident scene management and recordings. Traffic escort services.

Business Unit: Traffic and Licensing

Position: Test Pit Attendant

Salary: R244 960-R272 765 (basic salary per annum excluding benefits)

Post Level: 11

Reference: EXT/23/24/122

Requirements: Grade 12, Code C1 driving license and PDP. 0-2 years' relevant experience. *"Graduates in the relevant field will be prioritised"*.

Competencies: The ability to operate all classes of vehicles. Physically fit.

Duties: Keep the Testing Facility Clean. Assist the examiner during the examining of motor vehicles. Assist

the management rep with records of applications. Assist the examiner in management of vehicles coming for test. Assist the examiner in readings of machines. Assist the examiner in checking of vehicles particulars or identifiers. Assist the examiner in checking applications for vehicles to be tested. Giving examiners full support during weighing vehicles.

Business Unit: Traffic and Licensing

Position: DLTC Examiner Grade L X2

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

Post Level: 10

Reference: EXT/25/26/123

Requirements: Grade 12, Diploma Examiner of motor vehicles Grade D, not requiring refresher course. Natis full - end user. 2 years' relevant experience within Traffic and Licensing fraternity coupled with the ability to access e-Natis/Natis transactions. Thorough knowledge of all transactions performed in the examination of vehicles. Code EC Driving License and be able to operate such vehicle. Have no criminal or any pending criminal cases.

Competencies: The ability to communicate, ability to follow and implement the regulations and the ability to demonstrate customer care.

Duties: Conducting of learner's licenses. Examinations of code B Driving licenses. Conducting eye tests using the recent available equipment.

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Business Unit: By-Law Enforcement & Security (Municipal Control Centre)

Position: Switchboard Operator X1

Salary: R278 334-R382 311 (basic salary per annum excluding benefits)

Post Level: 10/09

Reference: EXT/25/26/124

Requirements: Grade 12, NQF level 5 Certificate in Customer Care or Contact Management or any related relevant qualifications. 0-2 years' relevant experience working as a switchboard operator. Basic Computer Literacy **"Graduates in the relevant field will be prioritised".**

Competencies: The ability to speak politely and confidently to the public. Ability to handle complaints and difficult callers calmly. Operating multi-line Switch board systems. Handling high-call volumes efficiently. Good communication Skills and have ability to work under pressure.

Duties: Receive a high-volume number of incoming and outgoing calls from officials and the public. Direct/divert calls as requested by officials and the public to relevant employees/directorate/section or sub-sections. Take messages when relevant employees are not available and make sure that the messages are received. Handle inquiries from the public and submit relevant information. Control and maintain the cleanliness of the switchboard area. Report faults on the system.

Business Unit: By-Law Enforcement & Security (Security- Services)

Position: Security Officer X16

Salary: R155 541-R163 375 (basic salary per annum excluding benefits)

Post Level: 17/16

Reference: EXT/25/26/125

Requirements: Grade 12, Security training certificate with Grade C PSIRA registration, Firearm competency certificate, driving license and a higher certificate qualification in security environment will be an added advantage. 1-year relevant experience in the security environment. Physically fit and be prepared to work shifts and under pressure. 6 day worker Firearm competency. **"Graduates in the relevant field will be prioritised".**

Competencies: Ability to control entry/exit points, conduct foot and vehicle patrols, and monitor premises. Strong attention to detail with ability to identify suspicious activities and compile clear incidents reports. Ability to identify potential security threats and take preventative action. Ability to complete electronic logs and reports.

Duties: Record daily incidents on security breaches, irregularities e.g. equipment property damage, theft, presence of unauthorized people or unusual incidents. Record movement of all people or vehicles entering or leaving the premises. Conduct searches on vehicles and property or equipment. Report matters to the South African Police Service when needed e.g. cases of theft of unauthorized entry. Monitor premises through CCTV. Make OB entries of all incidents. Update all access control registers. Report non-functional security systems.

Business Unit: By-Law Enforcement & Security (Municipal Control Centre)

Position: CCTV Operator X2

Salary: R278-334 R382 311 (basic salary per annum excluding benefits)

Post Level: 10/09

Reference: EXT/25/26/126

Requirements: Grade 12, PSIRA Grade C or equivalent

qualifications, Computer Literacy. 0-2 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".**

Competencies: Ability to monitor multiple CCTV screens, effectively, and identify suspicious or unlawful activities. Strong focus to detect unusual behavior, incidents, or safety risks. Ability to accurately record, document, and report incidents in line with procedures. Ability to handle sensitive information responsibly and maintain strict confidentiality.

Duties: Monitor multiple screens to identify potential crimes, safety hazards and report to response team. Tracking suspects and notifying law enforcement (Security/ Traffic/ Police) of the incidents. Communicate with other stakeholders to fast-track the respond to the scene after the incidents have been detected. Preserve the footage and safeguard to serve as evidence in court or during investigation. Document incidents in a controlled environment. Ensure that cameras and recording devices are functional and report any faults. Keep accurate, detailed logs of incidents for future reference. Communicate with on-site law enforcement officers/traffic/police.

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:

- Building Inspections
- Property Management
- Supply Chain Management
- Traffic & Licensing- (Licensing)
- By-Law Enforcement & Security Services
- Water & Sanitation- (Water Plant Operations & Quality Management)
- Human Resources Management

Position: Admin Assistant X8

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

Post Level: 09

Reference: EXT/25/26/127

Requirements: Grade 12, National Diploma in Office Admin / Public Management or equivalent qualifications. Computer Literacy, Language Proficiency, Valid driver's License, 0-2 years' relevant experience in administration. **"Graduates in the relevant field will be prioritised".**

Competencies: Ability to read and write, understand basic instructions, pay attention to details, interact with stakeholders and answer basic questions, ability to follow procedures as prescribed in the policy. 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.

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.

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