



DR JS MOROKA LOCAL MUNICIPALITY

EXTERNAL ADVERT

Dr J.S Moroka Local Municipality hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned positions:

DEPARTMENT: FINANCE (BUDGET & TREASURY OFFICE)

1. POST: DIVISIONAL MANAGER: FINANCIAL REPORTING & COMPLIANCE

SALARY: R 666 704, 79 per annum (Task Grade 15/1), excluding benefits

REQUIREMENTS: Grade 12. relevant 3-year tertiary qualification, preferably a B-Com with financial accounting as a major subject, Basic computer literacy in MS Word/Excel, & 5–8 years relevant experience. Achievement of the Minimum Competency Level in terms of the National Treasury: Local Government, MFMA: Minimum Regulation on competency Level, Gazette No 29967 issued on the 15 of June 2007 will be an added advantage. Valid Code B driver's license.

RESPONSIBILITIES: Lead and manage the financial reporting and compliance unit to ensure provision of efficient and effective financial administration, planning management and control in the municipality. Preparing monthly expenditure reports of the Section by obtaining required financial print outs and consolidating required information within the appropriate report form. Reviewing goals and setting new objectives in line with the Departmental SDBIP. Compiling monthly financial results and annual financial statements and report to council, municipal manager and executive mayor as prescribed in legislation.

DEPARTMENT: TECHNICAL SERVICES

2. POST: ARTISAN FOREMAN: ELECTRICITY (OPERATIONS & MAINTENANCE)

SALARY: R 386 415, 62 per annum (Task Grade 11/1), excluding benefits

REQUIREMENTS: Grade 12, National Certificate: N3 in Electrical and Trade Test. 3-5 years' relevant experience required.

RESPONSIBILITIES: Undertaking the tasks/ activities associated with supervision of medium/low voltage electrical installation, maintenance and repair including, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives. Supervise the activities associated with maintenance of electricity within the municipality. Coordinate the activities associated with electrical fault finding and repairs.

DEPARTMENT: ADMINISTRATION & CORPORATE SERVICES

3. POST: SENIOR HR PRACTITIONER

SALARY: R 456 194, 79 per annum (Task Grade 12/1), excluding benefits

REQUIREMENTS: Grade 12, National Diploma in Human Resources Management, HR Development, Public Administration/Management, Labour Relations or relevant qualification. 3 - 5 years' experience in Human Resources, preferably in Recruitment, Selection an appointment. Good understanding of human resources practices and systems, policies, applicable legislation and Collective Agreements. Valid Code B Driving Licence.

RESPONSIBILITIES: Coordinates activities associated with filling of vacant positions in compliance with the council Recruitment & Selection Policy and other applicable laws. Develops a recruitment process plan for every advertised positions. Coordinates capturing and/or provide quality check on the developed master list or schedule of applicants. Attend to all newly appointed employee files and submit information to Conditions of Services unit for payroll purposes. Monitors job management functions on the HR Premier system. Oversee Employment Equity processes and targets as per the Employment Equity Act. Render job evaluation responsibilities. Serve as a custodian of the organizational structure. Handle administrative enquiries regarding advertised vacancies.

4. POST: SENIOR LABOUR RELATIONS OFFICER

SALARY: R 513 615, 25 per annum (Task Grade 13/1), excluding benefits

REQUIREMENTS: Grade 12, National Diploma in Labour Relations/ Human Resources Management, HR Development, Public Administration/Management, or relevant qualification. Computer literacy: MS Office. 3 - 5 years' relevant Labour Relations experience required, functional experience in labour relations, specifically bargainings, handling CCMA cases, arbitrations, and union.

RESPONSIBILITIES: Providing a professional labour relations service in the municipality to ensure that the municipality is informed and given professional advice on all labour relations matters. Coordinating disputes referred to the Bargaining Council, CCMA to ensure Council's interests are represented. Providing an administrative and

advisory service to management and trade unions. Preparing the agendas for the Local Labour Forum and make recommendations on items to be included.

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

5. INTERNAL AUDITOR

SALARY: R 456 194, 79 per annum (Task Grade 12/1), excluding benefits

REQUIREMENTS: Grade 12, A 3-years internal auditing or any related qualification (s) with auditing as a major subject; registration with a recognised professional body (such as IIA, CIGFARO, etc) will be an added advantage. 3 - 5 years' relevant experience required.

RESPONSIBILITIES: Co-ordinates audit procedures and processes monitoring compliance and, conducting investigations and risk analysis. Attend to the administrative recording, reporting and recordkeeping requirements/procedures. Preparing comments and opinions on observations of specific processes, procedures, controls, and systems.

6. POST: SENIOR ADMIN OFFICER: MATHANJANA UNIT OFFICE

SALARY: R 456 194, 79 per annum (Task Grade 12/1), excluding benefits

REQUIREMENTS: Grade 12, National Diploma in Office Management or relevant qualification. 2-3 years relevant administration experience. Certificate in computer literacy: MS Word. Good communication and interpersonal & administrative skills,

RESPONSIBILITIES: Providing daily administrative support to the unit office with clerical tasks. Coordinates and maintaining the efficiency and quality of procedural applications with respect to the implementation of incoming, circulation and outgoing correspondences. Oversee, direct and coordinate the work lower-level staff. Select, supervise, train and evaluate staff. Receiving queries on administrative matters and communicating/ referring to relevant personnel for attention and feedback.

7. POST: SENIOR ADMIN OFFICER: MBIBANE UNIT OFFICE

SALARY: R 456 194, 79 per annum (Task Grade 12/1), excluding benefits

REQUIREMENTS: Grade 12, National Diploma in Office Management or relevant qualification. 2-3 years relevant administration experience. Certificate in computer literacy: MS Word. Good communication and interpersonal & administrative skills.

RESPONSIBILITIES: Providing daily administrative support to the unit office with clerical tasks. Coordinates and maintaining the efficiency and quality of procedural

applications with respect to the implementation of incoming, circulation and outgoing correspondences. Oversee, direct and coordinate the work of lower-level staff. Select, supervise, train and evaluate staff. Receiving queries on administrative matters and communicating/ referring to relevant personnel for attention and feedback.

8. POST: DIVISIONAL MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

SALARY: R 666 704, 79 per annum (Task Grade 15/1), excluding benefits

REQUIREMENTS: Grade 12, B-Degree in Information and Communication Technology or relevant qualification. 5 - 8 years relevant experience. or more relevant experience covering all aspects of Information and Communication Technology. Achievement of the Minimum Competency Level in terms of the National Treasury: Local Government, MFMA: Minimum Regulation on competency Level, Gazette No 29967 issued on the 15 of June 2007 will be an added advantage. Valid Code B driver's license.

RESPONSIBILITIES: Manage and controls all the tasks/ activities associated with the provision of ICT support and analyses. Developing the Disaster Recovery Plan and Risk Management Plan by mapping out organisational current and future risk management requirements taking into consideration operational needs as an influential factor and reviewing it annually. Analysing the adequacy of current approaches, submit reports supporting specific provisions associated with ICT interventions considered during the preparation of financial expenditure estimates

9. POST: PRACTITIONER: PERFORMANCE MONITORING & EVALUATION

SALARY: R 456 194, 79 per annum (Task Grade 12/1), excluding benefits

REQUIREMENTS: Grade 12, National Diploma in Human Resources Management, HR Development, Public Administration/Management or relevant qualification. Minimum of 3 - 5 years' experience in Performance Management Systems (Performance Monitoring and Evaluation). Valid Code B Driving Licence.

RESPONSIBILITIES: Coordinating the tasks/activities associated with the logistical requirements in respect of Performance Management System planning. Accessing and making available information and performing administrative sequences. Coordinates and monitors the department's performance evaluation & monitoring processes. Coordinates the processes of creating the department's performance agreements and/or plans. Administering the development and implementation of monitoring systems for directorate's performance indicators and standards. Ensuring data quality and compliance with internal and external audit requirements.

DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING

10. POST: EXECUTIVE SECRETARY: PLANNING & ECONOMIC DEVELOPMENT

SALARY: R 290 714,70 per annum (Task Grade 09/1), excluding benefits

REQUIREMENTS: Grade 12, Computer Literacy, such as MS Office. 2-3 years' experience. Complex administrative functions with required specialised knowledge. Secretarial certificate will be an added advantage.

RESPONSIBILITIES: Performing specific tasks/ activities associated with the provision of a secretarial service to the Administrative Service Function. Scheduling and updating appointments on behalf of the immediate supervisor. Arranging and scheduling meetings with internal and external visitors etc and preparing/ circulating notifications and agendas. Receiving and communicating with guests, complainants and/ or members of the public, establishing the nature of the visit and directing to appropriate personnel for attention.

DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES

11. POST: SENIOR DISASTER MANAGEMENT OFFICER

SALARY: R 456 194, 79 per annum (Task Grade 12/1), excluding benefits

REQUIREMENTS: Grade 12, Relevant tertiary qualification preferably in Disaster (Risk) Management. DMISA Registration: Associate will be an added advantage. Computer Literacy: MS Office. 3 - 5 years' experience in the field of Disaster (Risk) Management of which 2 at D(R)M Officer level. Valid Code B Driving Licence.

RESPONSIBILITIES: Control disaster management services within the Municipality. Conducting risk assessments and developing disaster management plans. Mobilizing, and educating stakeholders and coordinating activities during disasters. Control the disaster management projects activities. Coordinate the activities associated with disaster management education and awareness.

Note: Employment Equity candidates are encouraged to apply as the Municipality seek to achieve its employment equity targets. 

Security clearance (vetting) will be conducted on all successful candidates.

No faxed or emailed applications will be considered. The selection process will be influenced by the municipality's Employment Equity Principles. Please note that correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within six weeks after the closing date should assume that their applications were unsuccessful.

The Municipality reserves the right not to make any appointment.

To apply: use a prescribed application form (its available on the website titled "**application form for employment**" at www.moroka.gov.za or municipal offices), accompanied by certified copies of qualifications, ID document, (not older than six months), and a detailed CV, must be addressed to: The Municipal Manager, Dr J.S Moroka Local Municipality, Private Bag X 4012, Siyabuswa, 0472. Applications can also be hand delivered in our Head office at: A2601/3 Bongimfundo Street, Siyabuswa.

For More information – Human Resources (013) 973 1101 / 1390

Closing date: 03rd July 2026 @ 13h00.



**Ms. M M MATHEBELA
MUNICIPAL MANAGER**