



# Mafube Local Municipality

## OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street  
P O Box 2  
FRANKFORT, 9830

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**Enquiries: Mr. M.J Matlole**

**OUR REF: 10/1/1**

Date: 18 May 2018

### **EXTERNAL ADVERT**

MAFUBE LOCAL MUNICIPALITY INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES WITH THE NECESSARY DRIVE, ENTHUSIASM AS WELL AS DEMONSTRATED COMPETENCE AND ABILITY TO PERFORM THEIR BEST TO APPLY FOR THE FOLLOWING VACANCY. APPOINTMENTS WILL BE MADE IN LINE WITH THE MAFUBE MUNICIPALITY'S EMPLOYMENT EQUITY POLICY.

- 1. Directorate : Infrastructure Services**  
**Post : Town Planner**  
**Salary : R301 155.54 per annum (Plus Applicable Benefits)**  
**Center : Frankfort, Free State**  
**Ref : 03/2018 -05**

#### **Minimum Requirements:**

National Diploma in Building and Civil Engineering or equivalent qualification, valid driver's license code B Two (2) years relevant experience.

#### **Tasks and Responsibilities Include:**

Routine inspections on residential, Business, Industrial construction and buildings in line with National Building Regulations and Safety Act; Inspection of building plans in respect of Town Planning Scheme and Council policies; Execute related administrative duties; Enforce compliance to building plans; Develop designs and drawings of Municipal Structure Plans for new buildings or renovations; Issuing of Building Compliance Notices; Preparations of reports on contraventions of the Town Planning Scheme.

- 2. Directorate : Infrastructure Services**  
**Post : Civil Engineering Technician**  
**Salary : R301 155.54 per annum (Plus Applicable Benefits)**  
**Center : Frankfort, Free State**  
**Ref : 04/2018 -05**

#### **Minimum Requirements:**

National Diploma in Civil Engineering or equivalent qualification, valid driver's license code B, Two (02) years relevant experience in technical services field.

#### **Tasks and Responsibilities Include:**

Management of roads projects, Sewerage, Storm water. Develop and implement maintenance plan for municipal roads networks. Implement procedures, systems and controls for the functions. Regulate specific work consequences and general practices/processes as appropriate to the functional area. Evaluate functionality of operating plant and equipment. Control and inspect stock items. Develop plans, systems and procedures through perusal of inspection checklist, service records and registers with a view of identifying risks, deviation

system and the availability of alternative courses of action/corrective measures. Coordinate and monitor road & storm water repair and construction work at specific sites. Monitor and supervise activities to staff to ensure that work is performed according to work plan, job cards and ad-hoc instructions received from supervisor and report on activities performed. Supervision of construction work. Control the utilization of materials (sand, stone, crusher run, etc.) and discharging/offloading required quantities of materials for repair or construction work.

**3. Directorate : Office of the Municipal Manager**  
**Post : Manager: Internal Auditor**  
**Salary : R301 155.54 per annum (Plus Applicable Benefits)**  
**Ref : 05/2018 -05**

**Minimum Requirements:**

An appropriate B.com in Internal Audit. A minimum of 3 years' experience in auditing environment. A valid driver's license.

**Tasks and Responsibilities Include:**

Provide an overall management of the Audit Unit. Supervise and monitor the performance of the staff. Conduct reviews of assigned municipal and functional activities. Conduct regular audit support needs analyses in the Municipality. Evaluate the adequacy and effectiveness of the internal controls over these activities. Plan and execute engagement in accordance with accepted standards. Discuss and report on directorates that are performing relevant planning, accounting, and custodial risk management in compliance with the SDBIP & IDP. Assist with the development of the strategic operation plan. Report findings of review to Internal Audit Management and monitor implementation of recommendations from quality review reports in operations.

**4. Directorate : Financial Services**  
**Post : Manager: Credit Control & Debt Collection**  
**Salary : R301 155.54 per annum (Plus Applicable Benefits)**  
**Ref : 06/2018 -05**

**Minimum Requirements:**

B Com degree in financial management with accounting as a subject or an equivalent qualification. 3 or 5 years' relevant experience (preferably in the Municipal environment). A minimum Competency Certificate will serve as a strong recommendation. Advanced computer skills. The ability to work independently. Management and supervisory skills. Accuracy and attention to detail. A valid driver's license.

**Tasks and Responsibilities Include:**

Plan, coordinate and manage the activities of the decision associated with the delivery of revenue services to the municipality. Analyse activities, information in terms of service delivery and needs of internal customers and other statistics and perform physical observation and inspections to identify trends and needs for new or revised services. Develop and ensure the implementation of the Credit Control Policy and that all debtor accounts are promptly rendered and outstanding monies collected in good time. Coordinate and control the various internal functions and activities to ensure timely and proper collection

of all income due to Council. Ensure all administrative matters, correspondence and complex enquiries are attended to promptly. Compile financial statistical information or reports relating to income collection for municipal services to Management, Council and all relevant authorities.

**Important information for applicants to take note of:**

Applications will not be acknowledged, should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. The municipality reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidate who meet the above mentioned competencies will be shortlisted. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking. The successful candidate will be required to sign an employment contract before commencement of duty and disclosure of financial interest within 30 days of appointment

**Forward your applications to:**

The Municipal Manager, Mr. M.J Matlole, Mafube Local Municipality, P.O Box 2, Frankfort, 9830 or hand deliver applications at Municipal Building, 64 JJ Hadebe Street, Frankfort, 9830.

Applications must be accompanied by a signed covering application letter, a comprehensive CV and originally certified copies of: identity document, driver's license and qualifications.

Enquiries: Mr. Thabo Sekhoto (Acting HR Manager), Tel: 072 026 3946/email: sekhotot@mafubemunicipality.gov.za

**Closing date: Friday, 15 June 2018 at 16h30**