



Mafube Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

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

Phone : 058 813 8110
Fax : 058 813 3072
E-mail: info@mafubemunicipality.gov.za

Enquiries: Mr. Thabo Sekhoto

OUR REF: 10/1/1

Date: 25 August 2023

EXTERNAL ADVERT

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

Directorate : Office of the Mayor
Post : Head Of Office
Salary : R397 045.41 – R471 954.63 per annum
Duration : Fixed term contract linked to the term of office of the Public Office Bearer
Location : Frankfort
Ref : HR01

Qualifications and Experience

Grade 12, National Diploma or B Degree in Public Administration or any relevant qualification at NQF Level 6. At least 5 years relevant experience at Supervisory level. Understanding local Government Administration and political structure. Computer Literacy: MS Office and Valid driver's license.

Duties and Responsibilities

Provides executive support and management function in the Office of the Mayor. Manages stakeholder engagement and intergovernmental relations for the Office of the Mayor. Provides protocol and VIP protection support to the Mayor at all official events of the Municipality. Manage processes towards efficient and effective audit processes. Manages specific administrative requirements associated with smoothing running of the office of the Mayor. Provide leadership and accountability for the development, implementation, and management of comprehensive risk-based compliance systems. Preparing annual budget and revised budget, controlling expenditure for the office and reporting on deviations. Execute and monitor the implementation of resolutions relating to the Office of the Mayor and report on the progress.

Directorate : Office of the Mayor
Post : Community Liaison Officer
Salary : R245 788.61- R281 477.94 per annum
Duration : Fixed term contract linked to the term of office of the Public Office Bearer
Location : Frankfort
Ref : HR02

Qualifications and Experience

Grade 12, Certificate in computer literacy or relevant Certificate in Public Administration or Community Development Studies. Knowledge of Youth development & Special Programme. 2-3 years relevant experience. Understanding local Government Administration and political structure. Valid driver's license.

Duties and Responsibilities

To work in partnership with young people, community services, Government agencies and the wider community to develop and implement appropriate responses to address the needs of young people in Mafube Local Municipality. Encourage young people to take leadership roles in the community. Liaising with all relevant stakeholders (internally and externally). Advocate for young people to assist in the process of attracting resources to meet the needs of young people. Support youth service providers to strengthen their capacity to respond to the identified needs of young people throughout the district. Be a point of contact for young people so as to connect them to various types of support they may need. Develop an activity plan to showcase the talent of young people. Assist the municipality in decision making process involving young people. Investigating and resolving all queries and problems raised by stakeholders and refer unresolved queries to the immediate supervisor implementing various administrative and coordinating functions of the Youth Programmes. Attending meetings related to the coordination and implementation of youth development projects/programs. Maintaining trends/statics with a view to establishing the feasibility of programmes/projects. Conducting on-site visits and provides guidance to other stakeholders as required. Facilitate the development, implementation and compliance to all policies, procedures and guidelines relating to youth development programs/projects. Updates the immediate supervisor on the development and implementing of youth development programmes/projects by preparing and submitting regular reports. Undertakes various special programmes/projects as sanctioned by the immediate supervisor.

Directorate	: Office of the Mayor
Post	: Receptionist
Salary	: R217 944.94 – R240 760.64 per annum
Duration	: Fixed term contract linked to the term of office of the Public Office Bearer
Location	: Frankfort
Ref	: HR03

Qualifications and Experience

Grade 12, Computer Literacy: MS Office and 2 years relevant experience

Duties and Responsibilities

Deal with customers with efficiency and courtesy. Ensure that guests are directed to relevant Councilor \Official. Assist public with general enquiries (personally and telephonically). Controlling access at Reception. Provision of reliable information to customers. Relief Switchboard when required. Operating telephone system. Operating access control system. Upkeep of Notice Boards in Corporate Services. Managing the bookings of the Council Chamber and Committee Room. Any other duties as required.

Directorate	: Office of the Mayor
Post	: Private Secretary
Salary	: R245 788.61 – R281 477.94 per annum
Duration	: Fixed term contract linked to the term of office of the Public Office Bearer
Location	: Frankfort
Ref	: HR04

Qualifications and Experience

Senior Certificate (Grade 12). National Diploma in Office Administration or any other relevant qualification. A minimum of 02 years relevant experience. Excellent computer skills, particularly MS Word, MS Excel, and PowerPoint. Good telephone etiquette skills. Be fluent in English. Ability to work under pressure and extended hours

Duties and Responsibilities

The successful candidate will perform the following duties: Providing “front line “and Administrative support in the Office of the Mayor. Maintaining and organizing the Mayors Diary, arranging and prioritizing meetings and confirming appointments. Arranging Transport and Accommodation for the Deputy Mayor when attending meetings outside of the Office. Providing general Office Management services. Preparing high quality report and presentations for the Mayor. Handling and circulating all correspondences to the relevant departments (hard and electronic copy). Providing secretarial functions, compiling and distributing notices, agendas and minutes of meetings to relevant stakeholders. Performing any other related duties as and when required

Directorate	: Office of the Speaker
Post	: Receptionist
Salary	: R217 944.94 – R240 760.64 per annum
Duration	: Fixed term contract linked to the term of office of the Public Office Bearer
Location	: Frankfort
Ref	: HR05

Qualifications and Experience

Grade 12, Computer Literacy: MS Office and 2 years relevant experience

Duties and Responsibilities

Deal with customers with efficiency and courtesy. Ensure that guests are directed to relevant Councilor \Official. Assist public with general enquiries (personally and telephonically). Controlling access at Reception. Provision of reliable information to customers. Relief Switchboard when required. Operating telephone system. Operating access control system. Upkeep of Notice Boards in Corporate Services. Managing the bookings of the Council Chamber and Committee Room. Any other duties as required.

Directorate	: Office of the Municipal Manager
Post	: Executive Secretary to Municipal Manager
Salary	: R295 169.89 – R342 151.08 per annum
Duration	: Permanent
Center	: Frankfort
Ref	: HR06

Qualifications and Experience

Grade 12, National Diploma in Office Administration or relevant equivalent certificate and 2-5 years with supervisory experience.

Requirement and Skills

Computer Literacy (MS Office applications), Diary Management, Stakeholder and Meeting Management, Proficiency in English (read, write and speak), Good human relations, interpersonal and communication skills, Ability to give attention to detail, High level of responsibility, Ability to work under pressure, Ability to deal with conflict situations, Ability to maintain confidentiality, Good telephone etiquette, Typing and report writing skills, Time management and planning skills.

Duties and Responsibilities

Responsible for the office administrative activities, support and control the office of Municipal Manager, Prepare and produce correspondence, circulate /retrieve and safe keep documents, Execute specific instructions and apply laid down procedures with respect to the coordination of the diary and specific meetings/ events of the Senior Manager, Interact/ liaise with internal and external stakeholders to confirm arrangements and programmes, Maintain and implement office efficiency by implementing office systems, Attend to and coordinate/ confirm travel, accommodation and specific office arrangements in accordance with Council policies, Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality, Keep abreast of current developments and emerging trends in the profession.

Directorate	: Office of the Municipal Manager
Post	: Manager: Strategic Support
Salary	: R397 045.41 – R471 954.63 per annum
Duration	: Permanent
Center	: Frankfort
Ref	: HR07

Qualifications and Experience

B Degree in Public Management or Administration or equivalent, 5 -8 years' experience in Management.

Duties and Responsibilities

Prepare, manage and control the capital and operational budget of the Office of the Municipal Manager to ensure effective and efficient functioning within budgetary constraints of Council, Motivate the Office's budgetary needs for approval by Council and monitor expenditure against the budget, Compile and recommend operational policies in respect of the Unit's functional activities, Draw up strategic business plans for funding and grants purposes, Oversee the development and implementation of strategic and operational policies in the Office of the Municipal Manager according to legislation and Council policies and procedures, Advise and support the Municipal Manager on administrative and strategic decisions so that the Municipal Manager takes and makes informed and legitimate decisions, Oversee the provision of an office management service/function to the Office so that an effective and efficient protocol, administration, secretarial, registry, reception and visitors' management function is provided to the Office. Handle high-level and confidential correspondence to the Office of the Municipal Manager that requires response from the Municipal Manager, Follow - up with relevant and accountable Directorates on the implementation of resolutions, Manage and co-ordinate the compilation of reports required by the Office of the Municipal Manager, Work closely with the Personal Assistant (PA) to the Municipal Manager on proper time management and diary commitments of the Municipal Manager, Oversee the management of all equipment and capital resources within the Office, Monitor the updating and maintenance of assets register in the

office at all times, Maintain the assets and asset register for the Unit, Manage the administrative processes and systems and maintain good working conditions, Lead and manage all staff in Office of the Municipal Manager, to ensure efficiency in the Office and that staff meet objectives and targets in line with Council's requirements and resource constraints, Identify designated staff responsibilities, authority and personal performance measurement criteria, Implement staff development and training to achieve overall objectives, Oversee the provision of an internal communications service in the municipality with the Communications Specialist, Manage proper interface and communication between the all Executive Offices to ensure efficient and effective service delivery to the community of Mafube Local Municipality, Attend meetings and functions on request and behalf of the Municipal Manager to ensure that the Municipal Manager's time is used efficiently, Work closely with COGTA and SALGA to make sure that all documents are available, consolidated and quality is up to standard, Manage the communication between the Municipal Manager and the Directorates.

Directorate	: Office of the Municipal Manager
Post	: Internal Auditor x02
Salary	: R245 788.61 – R281 477.94 per annum
Duration	: Permanent
Location	: Frankfort
Ref	: HR08

Qualifications and Experience

National Diploma or Bachelor's Degree in Internal Audit or Equivalent, Progress towards CIA (Certified Internal Auditor) Certification, 2-5 years Internal Audit experience and understanding of Local Government Environment, Knowledge of the International Standards for Professional Practice of Internal Auditing, Sound IT skills, Valid driver's license.

Duties and Responsibilities

Reporting to the Head of Internal Audit (Chief Audit Executive), Candidates will be responsible for:

Obtaining a good understanding of the control environment being audited within the municipality (including information technology, internal financial control and risk management related aspects). Planning, execution and reporting of audit assignments as per risk based Internal Audit Plan. Executing audit field work in compliance with the approved Internal Audit Methodology and IIA standards; assessing the adequacy and effectiveness of governance risk management practices and internal controls. Identifying and clearly articulating root causes of issues identified and impact thereof, provide recommendations that will address the control weaknesses. Providing clear and sufficient audit evidence to support recommendations and audit opinions expressed based on the results of the work performed. Preparing quality and balanced audit reports to specified standards, encapsulating the control weaknesses identified and results of audit work performed, with minimal editorial changes. Executing audit assignments within the agreed budget and timelines. Assisting the Head of Internal Audit with other operational and reporting activities as required. Effective communication with the audit team and audit management. Participate in internal departmental work and key standing tasks such as Audit and Performance Committee reporting as requested. Respond to client needs and queries professionally and within agreed turn-around times.

Directorate : Office of the Municipal Manager
Post : Compliance Officer
Salary : R245 788.61 – R281 477.94 per annum
Duration : Permanent
Location : Frankfort
Ref : HR09

Qualifications and Experience

Grade 12, National Diploma or B Degree in Accounting, 2-5 years experience in local government finance and a valid driver's license.

Duties and Responsibilities

Develop and implement an effective legal compliance program. Create sound internal controls and monitor adherence to them. Draft and revise company policies. Proactively audit processes, practices and documents to identify weaknesses. Evaluate business activities (e.g. investments) to assess compliance risk. Collaborate with external auditors and HR when needed. Set plans to manage a crisis or compliance violation. Educate and train employees on regulations and industry practices. Address employee concerns or questions on legal compliance. Keep abreast of internal standards and business goals.

Please note: Applications will not be acknowledged, should you not be contacted within three (3) months after 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 subscribes and promotes the principles of employment equity and affirmative action. 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.

Directorate : Corporate Services
Post : Secretary
Salary : R245 788.61 – R281 477.94 per annum
Duration : Permanent
Center : Frankfort
Ref : HR10

Qualifications and Experience

Grade 12, National Diploma in Office Administration or relevant equivalent certificate and 2-5 years with supervisory experience.

Requirement and Skills

Computer Literacy (MS Office applications), Diary Management, Stakeholder and Meeting Management, Proficiency in English (read, write and speak), Good human relations, interpersonal and communication skills, Ability to give attention to detail, High level of responsibility, Ability to work under pressure, Ability to deal with conflict situations, Ability to maintain confidentiality, Good telephone etiquette, Typing and report writing skills, Time management and planning skills.

Duties and Responsibilities

Responsible for the office administrative activities, support and control the Corporate Services. Prepare and produce correspondence, circulate /retrieve and safe keep documents, Execute specific instructions and apply laid down procedures with respect to the coordination of the diary

Directorate : Corporate Services
Post : Manager: ICT
Salary : R397 045.41 – R471 954.64 per annum
Duration : Permanent
Location : Frankfort
Ref : HR11

Qualifications and Experience

National Diploma or B Degree in Information and Communication Technology or relevant qualification plus 5-8 years of relevant experience with 3 years in management supervisory level. understanding of principles and practices of network design and administration; Legislations governing ICT; Data processing and information management systems; Knowledge of computer and other automated systems; Knowledge of ICT systems; Excellent administration skills; Good networking skills; Time management skills, Excellent written and oral Communications.

Duties and Responsibilities

Deliver efficient and appropriate ICT services by identifying ICT needs in terms of critical technology requirements within the organization; Ensure financial discipline by managing budget effectively through strict budget control and monthly budget reviews; Undertake management functions by analyzing and aligning requirements with operating capacity and capability; Supervising of staff by defining and adjusting of the key performance indicators, job design and role boundaries of personnel against service delivery requirements, conducting of appraisals to measure performance and objective accomplishments against agreed targets and reviewing goals and setting new objectives.

Directorate : Financial Services
Post : Secretary
Salary : R245 788.61 – R281 477.94 per annum
Duration : Permanent
Location : Frankfort
Ref : HR12

Qualifications and Experience

Grade 12, National Diploma in Office Administration or relevant equivalent certificate and 2-5 years with supervisory experience.

Requirement and Skills

Computer Literacy (MS Office applications), Diary Management, Stakeholder and Meeting Management, Proficiency in English (read, write and speak), Good human relations, interpersonal and communication skills, Ability to give attention to detail, High level of responsibility, Ability to work under pressure, Ability to deal with conflict situations, Ability to maintain confidentiality, Good telephone etiquette, Typing and report writing skills, Time management and planning skills.

Duties and Responsibilities

Responsible for the office administrative activities, support and control the Corporate Services. Prepare and produce correspondence, circulate /retrieve and safe keep documents, Execute specific instructions and apply laid down procedures with respect to the coordination of the diary and specific meetings/ events of the Senior Manager, Interact/ liaise with internal and external stakeholders to confirm arrangements and programmes, Maintain and implement office efficiency by implementing office systems, Attend to and coordinate/ confirm travel, accommodation and specific office arrangements in accordance with Council policies, Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality, Keep abreast of current developments and emerging trends in the profession.

Directorate : Financial Services
Post : Manager: Assets
Salary : R397 045.41 – R471 954.63 per annum
Duration : Permanent
Location : Frankfort
Ref : HR13

Qualifications and Experience

A relevant tertiary qualification, preferably a Diploma or B-Degree in Property Asset Management / Business Management / Finance / Property valuation.

Duties and Responsibilities

Overseeing and managing all aspects of the Municipality's assets, from acquisition to disposal, and ensuring that all assets are maintained to the highest standard. You will also be responsible for developing and implementing asset management strategies that align with the Municipality's overall objectives, and for managing the financial aspects of asset management. To provide proper controls and management systems that will ensure effective, efficient, economical, and transparent use of the Municipal assets. Safeguarding and management of Municipality's property, plant, and equipment. To ensure management are aware of their responsibilities in regards of infrastructure assets. To set out the standards of physical management, recording and internal controls to ensure property, plant and equipment are safeguarded against inappropriate loss or utilization. To specify the process required before expenditure on property, plant and equipment occurs. Maintain a GRAP compliant FAR and account for the assets accurately. Ensure the safekeeping of the assets as per asset management policies. Ensure the adequate maintenance of the asset register. Manage the disposal of the assets in line with legislation. Ensure compliance with asset management policies and legislation. Facilitate the procurement and the management of an insurance broker. Ensure that all municipality assets are sufficiently insured. Management of all the claims process for all losses suffered by the municipality. Recording of all incident reports and claims notifications. Set out a legislative framework to comply with asset management requirements, more especially requirements pertaining to the safeguarding of municipal assets. Ensuring that the general the public rights and obligations when lodging a public liability claim is well communicated. Set out the role and responsibilities of officials, managers, and councilors regarding insurance processes. Facilitate the procurement and the management of an insurance broker. Management of all the claims process for all losses suffered by the municipality. Recording of all incident reports and claims notifications.

Directorate : Financial Services
Post : Assets Officer
Salary : R245 788.61 – R281 477.94 per annum
Duration : Permanent
Location : Frankfort
Ref : HR14

Qualifications and Experience

Relevant post-matric qualification, preferably a Certificate / Diploma or equivalent in Property Asset Management / Finance / Property valuation with 2-5 relevant experience. Computer Literacy, Code EB/B Driving License, Must be prepared to work overtime.

Duties and Responsibilities

The Assets Management Officer will be responsible for coordinating activities and applications associated with the proper classification, recording, updating of assets and investment portfolio in accordance with the laid down Municipal policies and procedures. Providing inputs into the planning processes, implements and maintain specific procedures, systems and controls associated with the asset management functionality. Giving inputs into the development of the Standard Operating Procedures (SOP's) in respect to the asset management. Implements control processes and procedures associated with the recording of newly

acquired movable and minor assets. Implement control processes and procedures associated with the recording of newly acquired immovable assets. Controls activities associated with the classification of assets and assessment of the condition of assets. Controls sequences and procedures on calculation and assessment of the value of the assets during its life-cycle. Coordinates activities associated with the assets counting journals related entries. Coordinates activities associated with the preparation of monthly / quarterly statutory and non-statutory reports. Coordinates specific sequences associated with the sectional administration support.

Directorate : Technical Services
Post : Manager: Fleet & Mechanical
Salary : R397 045.41 – R471 954.63 per annum
Duration : Permanent
Location : Frankfort
Ref : HR15

Qualifications and Experience

National Diploma or B Degree in Transport Economics / Logistics and Transport / or any other field related to Fleet Management. Minimum 5 years' relevant functional experience in fleet management with at least 5 years at Management Level. Experience in fleet maintenance operations. Must have code B driver's license. Computer literacy (MS Word, Excel, PowerPoint)

Duties and Responsibilities

Positively influence the care and protection of Fleet. Continuous improvement in the provision and utilization of municipal fleet. Optimize the efficiency of the division and ensure a quality and sustainable service delivery to other divisions and directorates. Improve productivity and performance to improve the quality of work and enable the mechanical workshop to achieve its service delivery goals. Ensure that the most appropriate mechanisms are available to meet vehicle needs, and that parts and services are included in an effective vehicle maintenance function. Ensure that accurate estimates are prepared and submitted for consideration to the finance department with respect to the requirements of both operating and capital budgets, and to exercise control over the allocation of allocated funds. Ensure that information is available, communicated through the available channels and accurately interpreted by providing clear explanation. Influences the efficiency of fleet maintenance operations, reduces downtime and improves the influence of fleet management. Influence the resolution of outstanding issues. Ensure that the fleet management and maintenance function is properly supported by appropriate software solutions and technology. Complies with safety legislation throughout the fleet and in the mechanical workshop, provides a safe working environment and cultivates a safety culture. Reduce downtime on vehicles due to repairs related to an insurance process. Supports the daily activities of the fleet management department and maintenance section. Continuously improve the way fleet solutions are provided and the way results are achieved. Providing fleet by acquiring, selling and leasing fleet items. Maintenance of fleet items to ensure that the operating costs of the fleet as a whole and each fleet item are reduced individually. Fleet control to minimize abuse of fleet items and to protect the Council's assets in general. Provide an administrative support service.

Directorate	: Corporate Services
Post	: Manager: Legal Services (Contract Management)
Salary	: R397 045.41 – R471 954.63 per annum
Duration	: Permanent
Location	: Frankfort
Ref	: HR11

Qualifications and Experience

LLB Degree, detailed knowledge of the law and 5 years relevant working experience

Duties and Responsibilities

Manage and control the capital and operational budget of the Unit to ensure effective and efficient functioning within budgetary constraints of Council. Develop and review the operational strategy for the Unit. Identify the need for new by-laws/procedural requirements/policies by analysing specific current operational standards, trends and requirements. Prepare and submit performance reports for the Unit (each legal advisor should prepare a performance report in terms of the SDBIP). Provide legal comments on items that have to be submitted to Council, Mayoral Committee and Portfolio Committees. Prepare legal reports to Council, Mayoral Committee and Portfolio Committee. Provide legal advice to the Municipal Manager, Directors, Executive Mayor and Council. Interact with external legal advisors of Council with regard to litigation and any legal matter. Analyse all legal documents and information given by the legal advisor on the implications and make recommendations. Give guidance, legal opinions and advice to Directorates with regard to legal aspects. Make sure that legal documents are attended to timeously e.g. summons and affidavits. Provide legal support to directorates to make sure that regulations are legally valid and implemented correctly. Interact with external bodies and organ of state for purpose of enhancing advisory services to the municipality. Receive an appointment letter to chair disciplinary hearings. Draft the charges to be levelled to the employee and distribute to employee with date of the hearing. Summarise the case and outline grievances. Listen to parties, give a finding of guilty or not guilty and document findings. Prosecute on behalf of the Municipality in terms of misconduct. Appear in front of the chairperson to present the case of the Municipality during appeals or conciliation and arbitration. Review, peruse or comment on the chairperson ruling and decide whether to appeal or not. Represent the Council in all CCMA and Bargaining Council matters. Provide support and represent the Council in litigation as well as CCMA proceedings. Apply necessary discipline to subordinates. Attend to subordinates grievances. Monitor the drafting of the by-laws and amendments to legislation and delegated legislation. Review the benchmarking results looking at the policies of other Municipalities and provide legal opinions to directorates. Monitor the evaluation of by-laws and provide comments and legal advice. manage the coordination and facilitation of the valuation process and the sitting of the land tribunal committee. Review contracts e.g. SLA, leases, MOU, contract of supply of services and goods. Manage the negotiation of contract terms and conditions on behalf of the Municipality. Interact with Directorates on the enforcement and implementation of a contract management system. Attend court cases to monitor the litigation procedures and the legal costs accuracy. Review reports on cases detailing the status of the legal cases and matters of concern. Order legal books and government gazettes and legislation. Update legal books and legislation. Check the Provincial Government Gazettes and National Gazettes and distribute relevant ones to Directorates.

Please note: Applications will not be acknowledged, should you not be contacted within three (3) months after 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 subscribes and promotes the principles of employment equity and affirmative action. 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.

Forward your applications to:

The Municipal Manager, Adv M.F Lepheana
Mafube Local Municipality
P.O Box 2
Frankfort, 9830

Or

Hands deliver applications at:

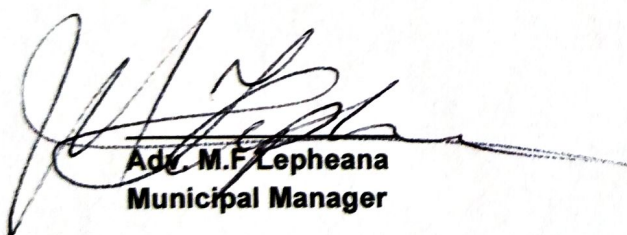
Municipal Building
64 JJ Hadebe Street
Frankfort, 9830

Applications must be accompanied by a signed covering application letter, Application form (obtainable from our website) a comprehensive CV and originally certified copies of: (ID) Identity Document, Driver's License and Qualifications.

NB: Faxed, e-mailed and late applications will not be considered

Enquiries: Mr. Thabo Sekhoto (Acting HR Manager), Tel: 058 813 8110/079 394 0022

Closing date: 05th October 2023



Adv. M.F. Lepheana
Municipal Manager