FETAKGOMO TUBATSE MUNICIPALITY (LIM476), SITUATED IN LIMPOPO PROVINCE WITHIN THE SEKHUKHUNE DISTRICT, INVITES APPLICATIONS FROM POTENTIAL CANDIDATES FOR THE FOLLOWING VACANCIES

INTERNAL / EXTERNAL ADVERTISEMENT

1. OFFICE OF THE MUNICIPAL MANAGER

1.1. Division : Contract and Assurance Services

1.1.1. Position : Manager – Contract and Assurance Services

Reference No : MM/25/26/04/01

Basic Salary : R651,649.05 P/A

MINIMUM REQUIREMENTS:

- Grade 12 Certificate,
- B. Proc /LLB Degree or equivalent,
- 5 years relevant experience in the legal field of which 3 years at supervisory level,
- A valid drivers' License, and
- No criminal record

KEY PERFROMANCE AREAS

- Negotiation and management of municipal contracts,
- Provide advice and support to service directorates on issues relating to contract management,
- Manage stakeholder relations,
- Monitor risks relating to contracting and commercial development activities,
- Manage unit risk, compliance, auditing and reporting, and
- Perform any other duties and legal instructions given by the authority related to the job.

1.2. Division : Office of the Municipal Manager

1.2.1. Position : Admin Clerk – Municipal Manager's Office

Reference No : MM/25/26/04/02

Basic Salary : R242,994.53 P/A

MINIMUM REQUIREMENTS:

- Grade 12 Certificate,
- Computer Literacy Certificate, and

- Good communication and organizing skills.

KEY PERFROMANCE AREAS

- Provide clerical support to Office of the Municipal Manager,
- Filling of documents, record-keeping, and
- Perform any other duties and legal instructions given by the authority related to the job.

2. DEPARTMENT : BUDGET AND TREASURY DEPARTMENT

2.1. Division : Budget and Reporting

2.1.1. Position : Manager Budget and Reporting

Reference No : BTD/25/26/04/01

Basic Salary : R741,704.46 P/A

MINIMUM REQUIREMENTS:

- Grade 12 Certificate,
- Bachelor's degree in Accounting or equivalent,
- Certificate in Municipal Finance Management Programme,
- Membership of an accredited professional institute or other recognized accounting, Body e.g. CIMA, CPFA, ACIS will be an added advantage,
- 5 years' experience in accounting of which 3 years in supervisory level,
- Extensive knowledge of the Municipal Management System, GRAP and experience in preparation of Annual Financial Statements,
- A valid drivers' licence, and
- No criminal record.

KEY PERFORMANCE AREAS:

- Preparation of the Medium-Term Revenue and Expenditure Framework and Annual adjustment budgets,
- Management and implementation of Municipal Budget,
- Management and preparation of Financial Reports,
- Management of conditional grants, investment and activity-based costing,
- Management of unit risk, compliance, auditing and reporting, and
- Perform any other duties and legal instructions given by the authority related to the job.

2.2. Division : Expenditure Management

2.2.1. Position : Manager Expenditure Management

Reference No : BTD/25/26/04/02

Basic Salary : R741,704.46 P/A

MINIMUM REQUIREMENTS:

- Grade 12 Certificate,
- B Degree in Accounting or equivalent,
- Certificate in Municipal Finance Management Programme,
- 5 years accounting experience, of which 3 years in supervisory capacity,
- Extensive knowledge of the Municipal Financial Management System,
- A valid drivers' licence, and
- No criminal record.

KEY PERFORMANCE AREAS:

- Manage payments of service providers and third-parties,
- Manage payroll expenditure,
- Manage preparation of expenditure reports,
- Provide Expenditure Management and Strategic Support to the Municipality,
- Manage unit risk, compliance, auditing and reporting, and
- Perform any other duties and legal instructions given by the authority related to the job.

2.3. DIVISION : Supply Chain Management

2.3.1. Position : Manager Supply Chain

Reference No : BTD/25/26/04/03

Basic Salary : R651,649.05 P/A

MINIMUM REQUIREMENTS:

- Grade 12 Certificate
- Bachelor's Degree in Finance/Accounting/Logistics or related field or equivalent,
- Certificate in Municipal Finance Management Programme,
- 5 years' experience in Supply Chain Management of which 3 years must be at supervisory level,
- A valid drivers' licence,
- No criminal record, and
- Knowledge of SCM Regulations and legislative prescripts.

KEY PERFORMANCE AREAS:

- Manage tenders and quotations (procurement) processes,
- Manage Demand and Acquisition of goods and services,
- Manage Compliance with Supply Chain Management processes,
- Manage Service Level Agreements/contracts and compliance,
- Develop Service Level Agreements to be concluded with service providers,
- Provide Supply Chain Management Strategic support to the Municipality,
- Provide Financial Management and reporting for the division,
- Perform any other duties and legal instructions given by the authority related to the job, and

- Manage unit risk, compliance, auditing and reporting,

2.4. DIVISION : Financial Reporting

2.4.1. Position : Manager Financial Reporting

Reference No : BTD/25/26/04/04

Basic Salary : R651,649.05 P/A

MINIMUM REQUIREMENTS:

- Grade 12 Certificate,
- Bachelor's Degree in Finance/Accounting or equivalent,
- Certificate in Municipal Finance Management Programme,
- 5 years' experience in Financial Reporting of which 3 years must be at supervisory level,
- Knowledge in compilation of Annual Financial Statements,
- A valid drivers' licence, and
- No criminal record.

KEY PERFORMANCE AREAS:

- Manage compilation of Financial Reports including Annual Financial Statements,
- Manage the Implementation and reporting on financial systems,
- Manage the coordination of bank reconciliation and reporting,
- Manage the statutory reporting,
- Provide Financial Reporting Strategic Support to the Municipality,
- Perform any other duties and legal instructions given by the authority related to the job, and
- Manage unit risk, compliance, auditing and reporting.

3. DEPARTMENT : DEVELOPMENT PLANNING

3.1. Division : Spatial Planning and Land Use

3.1.1. Position : Senior Urban and Regional Planner

Reference No : DVP/25/26/04/01

Basic Salary : R522,485.00 P/A

MINIMUM REQUIREMENTS:

- Grade 12 Certificate,
- Bachelor's degree in Town Planning/ Regional Planning or equivalent,
- Registration with the relevant PLOTA
- 3 years relevant experience of which 1 in supervisory level,
- A valid drivers' licence

KEY PERFORMANCE AREAS:

- Evaluation of Land Use Management Scheme applications,
- Development of policies relating to Land Use,

- Coordinate enforcement of Legislation and Municipal policies on Land Use
- Provide Technical Support to the Municipality on issues of Land Development
- Examine building plans for approval by the Municipality

3.1.2. Position : Town Planner
Reference No : DVP/25/26/04/02
Basic Salary : R463,862.17 P/A

MINIMUM REQUIREMENTS:

- Grade 12 Certificate,
- National Diploma in Town Planning/Regional Planning or equivalent,
- Registration with SACPLAN,
- 2 years related experience,
- A valid drivers' licence

KEY PERFORMANCE AREAS:

- Process Land Use applications
- Conduct town planning research to generate key insights for development
- Provide technical support and advisory services to the Municipality on issues pertaining to land development
- Responsible for implementation of by laws relating to land development

Applications must be made on the **RELEVANT PRESCRIBED OFFICIAL APPLICATION FORMS** obtainable from any Municipal offices, municipal regional offices or Thusong Service centres or downloaded from the municipal website (www.ftlm.gov.za). The completed application must be accompanied by a detailed cv, certified copies of certificates and any other relevant supporting documents, addressed to the Municipal Manager, Mr Makgata M.J, Fetakgomo Tubatse Local Municipality, P.O Box 206, Burgersfort, 1150 / P.O Box 818, Apel, 0739 or hand delivered at 1st Kastania Street Burgersfort, 1150 or our Regional Offices at Apel, Ga-Nkwana, Mapodile, Ohrigstad or Praktiseer/Tubatse Township or Atok Thusong Centre. Closing date for submissions is **22 May 2026** at 16H00. For further enquiries, contact Mr Mosoma O.N (HRMT&D Manager) at 013 231 1000/1078/ 079 438 8814 / onmosoma@ftlm.gov.za OR Phetla D.R (Senior HR Officer) at 013 231 1144 / 079 498 1932/ drphetla@ftlm.gov.za during office hours between 07H30 and 16H00.

The selection process will be influenced by the Municipality's Employment Equity Plan. People living with disability are encouraged to apply. Please note that correspondence will be limited to shortlisted candidates only. Fraudulent qualifications or documentations, and/or canvassing for the position will immediately disqualify the applicant.

If someone submits an application on your behalf, kindly advise the person to write your particulars on the submission register not his/her particulars as this will lead to disqualification of your application. No faxed or e-mailed applications will be considered.

The Municipality reserves the right not to make any appointment.

Makgata M.J	**Date**
Municipal Manager	