



FETAKGOMO TUBATSE MUNICIPALITY (LIM476), SITUATED IN LIMPOPO PROVINCE WITHIN THE SEKHUKHUNE DISTRICT, INVITES APPLICATIONS FROM POTENTIALLY SUITABLE CANDIDATES TO FILL THE FOLLOWING VACANCIES

INTERNAL / EXTERNAL ADVERTISEMENT

1. OFFICE OF THE MUNICIPAL MANAGER

1.1. Internal Audit Division

1.1.1. Position : Senior Internal Auditor
Reference no. : MM/26/67/08/01
Task grade : T 13
Basic salary : R547,303.03 p.a

MINIMUM REQUIREMENTS:

- B Degree in Internal Auditing/Accounting or equivalent
- Registration with the Institute for Internal Auditors
- No criminal record
- 3 years internal or external Auditing experience of which 1 year is at supervisory level.
- Knowledge of MFMA and Municipal environment
- Knowledge of Performance Management Systems
- SAICA experience will be added advantage.

KEY PERFORMANCE AREAS :

- Coordinate and implement Internal Audit processes
- Development of Audit strategies

1.1.2. Position : Internal Auditor
Reference No : MM/26/27/08/02
Task Grade : T11
Basic Salary : R433,299.96 p.a

MINIMUM REQUIREMENTS :

- National Diploma in Internal Auditing/Accounting or equivalent
- 2 years relevant experience
- No criminal record

KEY PERFORMANCE AREAS

- Implement internal audit strategies and policies
- Conduct operations relating to implementation of internal audit processes
- Internal audit project delivery
- Provide administrative support to the section

1.2. Performance Management, Monitoring and Evaluation Division

1.2.1. Position : Performance Management Systems Officer
Reference no. : MM/26/67/08/03
Task grade : T 11
Basic salary : R433,299.96 p.a

MINIMUM REQUIREMENTS:

- National Diploma in Development Studies or relevant qualification
- 2 years relevant experience

KEY PERFORMANCE AREAS

- Performance monitoring and evaluation of IDP/SDBIP
- Performance monitoring and evaluation of projects
- Performance reporting

2. DEPARTMENT : BUDGET AND TREASURY DEPARTMENT

2.1. Expenditure Management Division

2.1.1. Position : Accountant Expenditure Management
Reference No : BTD/26/27/08/01
Task Grade : T11
Basic Salary : R433,299.96 p.a

MINIMUM REQUIREMENTS :

- Grade 12 Certificate
- National Diploma in Financial Management or equivalent
- 2 years related experience in creditor payments and payroll processing
- No criminal record

KEY PERFORMANCE AREAS:

- To process payroll and creditor payments
- Prepare creditor reconciliations
- Coordinate recordkeeping for the expenditure unit

2.2. Financial Reporting Division

2.2.1. Position : Senior Accountant Financial Reporting
Reference No : BTD/26/27/08/02
Task grade : T 12
Basic Salary : R485,895.62 p.a

MINIMUM REQUIREMENTS :

- Grade 12 Certificate
- B Degree in Financial Management/Accounting or equivalent
- 3 years related experience in financial reporting
- No criminal record

KEY PERFORMANCE AREAS:

- Compile and review departmental reports related to the budget
- Prepare monthly, quarterly and annual financial reports focused on revenue and expenditure information and provide analysis thereof
- Facilitate the preparation of Annual Financial Statements using Generally Recognised Accounting Practice (GRAP)

- Monitor compliance with any legislation and any related policies
- Monitor integrity of financial system data
- Interact with the Internal Audit, Audit Committee and Auditor General

3. DEPARTMENT : INFRASTRUCTURE DEVELOPMENT AND TECHNICAL SERVICES

3.1. Engineering Services Division

3.1.1. Position : Manager Engineering Services
Reference No : IDTS/26/27/08/01
Task Grade : T16
Basic Salary : R776,935.43 p.a

MINIMUM REQUIREMENTS:

- Grade 12 Certificate,
- B Degree in Electrical Engineering/Civil or equivalent,
- Government Certificate of Competency as an Electrical Engineer
- Registration as a Professional Engineer
- 5 years engineering related experience of which 3 years at supervisory level
- A valid drivers' licence

KEY PERFORMANCE AREAS:

- Manage implementation of Infrastructure Projects
- Manage Energy control
- Manage stakeholder engagement
- Monitor service provider project implementation
- Manage maintenance of bulk services projects

3.2. Project Management Division

3.2.1. Position : Project Management Technicians x 2
Reference No : IDTS/26/27/08/02
Task Grade : T11
Basic Salary : R433,299.96 p.a

MINIMUM REQUIREMENTS

- National Diploma in Civil Engineering or equivalent
- Grade 12 Certificate
- Project Management Certificate will be an added advantage
- 2 years related experience
- Registration with ECSA

KEY PERFORMANCE AREAS :

- Administer Management of MIG Projects
- Administer expenditure relating to Projects
- Conduct project inspections

4. DEPARTMENT : COMMUNITY DEVELOPMENT DEPARTMENT

4.1. Traffic and Law Enforcement Division

4.1.1. Position : Data Capturer
Reference No : COM/24/25/06/01
Task Grade : T7
Basic Salary : R254,536.77 p.a

MINIMUM REQUIREMENTS

- Grade 12 Certificate

- Computer Literacy
- 1 year relevant experience

KEY PERFORMANCE AREAS:

- Capturing traffic fines
- Provide cash receipt services to the traffic division
- Perform any other administrative tasks in the division

4.2. Licensing Division

4.2.1. Position : Management Rep - DLTC x 2 (Praktiseer and Mabopo)
Reference No : COM/26/27/08/02
Task Grade : T11
Basic Salary : R433,299.96 p.a

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Transport Management or equivalent
- Examiner of Drivers Licence
- Registration as Examiner of Drivers Licence
- No Criminal Record
- 3 years relevant experience

KEY PERFORMANCE AREAS

- Management of Drivers Licence Testing Station
- Organize business plans of the station
- Oversee learners testing operations

4.2.2. Position : Examiner of Drivers License (Mabopo Testing)
Reference No : COM/26/27/08/03
Task Grade : T9
Basic Salary : R333,987.97 p.a

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Diploma in Examiner of Driving License
- Traffic Officers' Diploma
- Computer Literacy
- Code EC and a valid Drivers License
- Registration as an Examiner of Driver's License
- No Criminal Record
- 2 years relevant experience

KEY PERFORMANCE AREAS

- Testing and Licensing
- Information recording and recordkeeping

4.2.3. Position : E-natis Clerk - DLTC's X 3
Reference No : COM/26/27/08/04
Task Grade : T7
Basic Salary : R 254,536.77 p.a

MINIMUM REQUIREMENTS

- Grade 12 Certificate

- Computer Literacy Certificate
- No Criminal Record
- 1-year relevant experience

KEY PERFORMANCE AREAS

- Processing vehicle and drivers licensing and registration applications on the E-Natis system
- Reconcile payments and cash deposit against transactional information/statements
- Enquiries/ correspondence and general information

5. DEPARTMENT : CORPORATE AND SHARED SERVICES

5.1. Human Resources Management, Training and Development

5.1.2. Position : Human Resources Management Clerk

Reference No : CORP/26/27/08/01

Task Grade : T7

Basic Salary : R254,536.77 p.a

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- National Certificate in HRM
- 1-year relevant experience
- Computer Literacy

KEY PERFORMANCE AREAS :

- Provide clerical support to the Unit
- Provide support in meeting arrangements
- Provide General Administrative duties

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 at our Regional Offices at Apel Ga-Nkwana, Mapodile, Ohrigstad or Praktiseer/Tubatse Township or Atok Thusong Centre. Closing date for submissions is **18 September 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
Municipal Manager

Date