



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. SENIOR MANAGEMENT POSITIONS

NATURE OF EMPLOYMENT : PERMANENT

An incumbent shall be expected to sign an employment contract, performance agreement and disclosure of financial interest form and will also undergo security vetting and competency assessment test

REMUNERATION FOR ALL POSITIONS:

Determined in line with Govt Gazette no. 50737 on upper limits of Total Remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers

CORE AND LEADING COMPETENCIES FOR ALL POSITIONS:

As prescribed in Annexure A on Local Government : Competency Framework for Senior Managers of the Local Government : Regulations on Appointment and Conditions of Employment of Senior Managers, Government Gazette 37245, Government Notice no 21 of 17 January 2014

1.1. Position : Director of Corporate and Shared Services
Reference no. : SEN/CSS/25/26/08/01
Department : Corporate and Shared Services
Remuneration : R1,050,411.00 – R1,196,881.00 - R1,358,462.00

MINIMUM REQUIREMENTS AND KNOWLEDGE :

- A Bachelor of Public Administration/Management Sciences/Law or equivalent
- Certificate in Municipal Finance Management (SAQA ID : 48965) will be an added advantage
- A minimum of 5 years experience at Middle Management Level;
- Have proven successful management experience in administration;
- Good knowledge and understanding of relevant policy and legislation
- Good knowledge of corporate services, including Human Capital Management, Legal services, Facilities and Fleet management, Information communication Technology and Council Support,
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act 2000(Act no.5 of 2000);
- Good governance skills
- Knowledge of Labour related prescripts;
- Knowledge of coordination and oversight of all specialised support functions
- A valid SA motor vehicle licence

CORE FUNCTIONS:

The incumbent shall be reporting to the Municipal Manager and responsible for:

- Strategic planning of the Department
- Management of Human Resources and Development;
- Coordinate and Manage Institutional Records
- Management of Information Technology
- Management of council support services
- Management of council fleet
- Management of Records and Corporate admin facilities
- Management of Labour relations
- Management, revision and implementation of Council policies, decisions and procedures relating to Corporate Services Department
- Financial Management of the Department
- Within the area of responsibility be able to develop and maintain strategic alliances with various stakeholders
- Execution of any other function delegated by the Municipal Manager in terms of the municipality's delegation system

1.2. Position : Director of Development Planning and Human Settlements

Reference no. : SEN/DVP/25/26/08/02

Department : Development Planning and Human Settlements

Remuneration : R1,050,411.00 – R1,196,881.00 – R1,358,462.00

MINIMUM COMPETENCY REQUIREMENTS:

- A Bachelor of Science Degree in Building Sciences/Architect/Town and Regional Planning/Development Studies or equivalent;
- Project Management Certificate or Diploma will be an added advantage
- Certificate in Municipal Finance Management (SAQA ID : 48965) will be an added advantage
- Registration as a Professional Planner will be an added advantage
- A minimum of 5 years relevant experience at Middle Management Level
- Proven successful Professional Development /Town and Regional Planning experience
- Good knowledge and understanding of relevant policy and legislation
- Good understanding of institutional governance systems and performance management
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act;
- Knowledge of geographical information systems
- Knowledge of Spatial, Town and Development Planning
- A Valid driver's licence

CORE FUNCTIONS:

The incumbent shall be reporting to the Municipal Manager and responsible for:

- Coordination, planning and provision of development guidelines for land use and zoning
- Manage Spatial planning and Land use management;
- Manage development and management of Geographical Information Systems
- Manage implementation of Properties, Housing and Building Regulations
- Provide strategic direction to Economic development and Tourism programmes
- Facilitation and management of the provision of housing and accommodation for rate payers
- Management, revision and implementation of policies, procedures and by- laws relevant to the Development Planning department
- Financial Management of the Department
- Execution of any other function delegated by the Municipal Manager in terms of the municipality's delegation system

2. OFFICE OF THE SPEAKER

2.1. Position : Admin Clerk – Council Support(Commensurate to Current Speaker's term of office)
Reference No : CSS/25/26/08
Basic Salary : R 242,994.53

MINIMUM REQUIREMENTS

- Grade 12
- Computer Literacy

KEY PERFORMANCE AREAS

- Provide clerical support to office of the Speaker
- Handling correspondence within office of the Speaker

2.1. Position : Committee Officer
Reference : CSS/25/26/08/09
Basic Salary : R318,842.93

MINIMUM REQUIREMENTS

- Grade 12
- N6 Certificate in Office Administration
- 1 year relevant experience

KEY PERFORMANCE AREAS

- Coordinate logistical and procedural requirements for council and committee meetings
- Provide secretarial support
- Recordkeeping of documents

Applications must be made on the 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 Acting Municipal Manager, Fetakgomo Tubatse Municipality, P.O Box 206, Burgersfort, 1150 / P.O Box 818, Apel, 0739 or hand delivered at 1 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 August 2025** at 16H00. For further enquiries, contact Mrs Phetla D.R at 013 231 1144 / 079 498 1932 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 documentation , canvassing for the position will immediately disqualify the applicant. If someone submits an application on your behalf, kindly advice 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

Magooa R.M
Acting Municipal Manager

Date