



FETAKGOMO TUBATSE
LOCAL MUNICIPALITY

Fetakgomo Tubatse Local Municipality, situated in Limpopo Province within Sekhukhune District, invites applications from potentially suitable candidates for the following vacancies

INTERNAL /EXTERNAL ADVERTISEMENT

1.DEPARTMENT : MUNICIPAL MANAGERS OFFICE

1.1. Office of the Municipal Manager

1.1.1. Position : Admin Clerk
Reference no. : MM/23/24/12/01
Basic salary : R 218,164.00

MINIMUM REQUIREMENTS:

- Grade 12
- Computer Literacy Certificate

KEY PERFORMANCE AREAS:

- Provide clerical support services.
- Keep record of documents within the office

1.1.2. Position : Chauffer to the Municipal Manager
Reference no : MM/23/24/12/02
Basic salary : R 188,256.00

MINIMUM REQUIREMENTS:

- Grade 10/NQF Level 2
- A valid drivers' license.
- Advanced and defensive driving certificate
- No criminal record

KEY PERFORMANCE AREAS:

- Provide chauffer services to the Municipal Manager
- Responsible for maintenance of the vehicle

1.2. PERFORMANCE MANAGEMENT SYSTEMS DIVISION

1.2.1. Position : PMS Officer

Reference No : MM/2023/12/03

Basic Salary : R 371 382.66

Minimum Requirements

- National Diploma in Development Studies or relevant qualification
- 1 year relevant experience

Key Performance Areas

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

1.2.2. Position : PMS Admin Clerk

Reference No : MM/2023/12/04

Basic Salary : R 218 164.21

Minimum Requirements

- Grad12
- Computer Literacy

Key Performance Areas

- Provide clerical support.
- Handling of correspondence within the unit

2. DEPARTMENT : COMMUNITY DEVELOPMENT DEPARTMENT

2.1. SOCIAL SERVICES DIVISION

2.1.1. Position : Sports, Arts and Culture Officer

Reference No : COM/2023/12/01

Basic Salary : R 326 525. 83

Minimum Requirements

- National Diploma in Sports Management or relevant qualification
- Computer Literacy
- Driver's License
- 1 year relevant experience

Key Performance Areas

- Coordinate Sports, Arts and Culture Programmes
- Coordinate the use and maintenance of sporting facilities
- Facilitate for the development and implementation of Sports, Arts and Culture plan

2.1.2. Position : Social Coordinator – Thusong Service Centre

Reference No : COM/2023/12/02

Basic Salary : R 371 382.66

Minimum Requirements

- National Diploma in Community Development or relevant qualification
- 3 years relevant experience

Key Performance Areas

- Coordinate community service in the centre
- Coordinate centre operations
- Allotment coordination
- Performance management
- Staff Supervision

2.2. LICENSING DIVISION

2.2.1. Position : Management Rep - DLTC(Praktiseer)

Reference No : COM/2023/12/03

Basic Salary : R 371,383.00

Minimum Requirements

- Grade 12
- National Diploma in Transport Management or relevant qualification
- Examiner of Vehicles Diploma
- Examiner of Drivers License
- Registration as Examiner of Driver's License
- No Criminal Record
- 3 years relevant experience

Key Performance Areas

- Management of Driver's License Testing Station
- Organize business plans of the station.
- Oversee learners testing operations.

2.2.2. Position : E-natis Clerk - DLTC's X 4 (Praktiseer and Fetakgomo)

Reference No : COM/2023/12/04

Basic Salary : R 218 164.21

Minimum Requirements

- Grade 12
- Computer Literacy Certificate
- No Criminal Record
- 1 years 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

2.2.4. Position : Senior Licensing Officer (Steelpoort VTS)

Reference No : COM/2023/12/06

Basic Salary : R 326 525.83

Minimum Requirements

- National Diploma in Public Administration or relevant qualification
- Computer Literacy
- Code B Valid Driver's License

- No Criminal Record
- 03 years relevant experience

Key Performance Areas

- Processing vehicle testing applications.
- Processing vehicle testing fees.
- Functionality of booking and testing systems
- Issuing of special permits
- Office Administration
- Staff supervision

2.2.5. Position : Examiner of Motor Vehicles (Steelpoort VTS)

Reference No : COM/2023/12/07

Basic Salary : R 286 262.07

Minimum Requirements

- Grade 12
- Diploma in Examiner of Vehicles
- Valid Drivers License
- No Criminal Record
- 1 year relevant experience

Key Performance Areas

- Vehicle testing
- Administration functions
- Staff supervision

2.2.6. Position : Examiner of Drivers License (Praktiseer DLTC)

Reference No : COM/2023/12/08

Basic Salary : R 286 262.07

Minimum Requirements

- Grade 12
- Diploma in Examiner of Driving License
- Traffic Officer Diploma
- Computer Literacy

- Code EC and a valid Drivers License
- Registration as an Examiner of Drivers License
- No Criminal Record
- 1 year relevant experience

Key Performance Areas

- Testing and Licensing
- Information recording and recordkeeping

2.3. Environmental, Waste, Parks and Recreational Facilities Division

2.3.1. Position : Waste Management Officer

Reference No : COM/2023/12/09

Basic Salary : R 416 462.56

Minimum Requirements

- National Diploma in Environmental Science or relevant qualification
- Code EB Drivers License
- 1 year relevant experience

Key Performance Areas

- Refuse collection
- Street and public ablution management
- Community Liaison and education
- Landfill management
- Performance management
- Staff supervision

2.3.2. Position : Environmental Management Officer

Reference No : COM/2023/12/10

Basic Salary : R 371 382.66

Minimum Requirements

- National Diploma in Environmental Management or relevant qualification
- Code B Drivers License
- 1 year environmental related experience

Key Performance Areas

- Air quality management
- Environmental compliance and enforcement
- Industrial environment impact management
- Environmental management
- Development integrated environmental policy and systems
- Biodiversity management
- Impact assessment
- Education and awareness campaigns
- Performance management

2.3.3. Position : General Worker - Waste Management x 15

Reference No : COM/2023/12/11

Basic Salary : R 131 652.54

Minimum Requirements

- Grade 10/NQF Level 2
- Basic numeracy and literacy skills

Key Performance Areas

- Litter collection and removal
- Tool and vehicle cleanliness

2.4. TRAFFIC LAW AND BY-LAW ENFORCEMENT DIVISION

2.4.1. Position : Traffic superintendent x 2

Reference No : COM/2023/12/12

Basic Salary : R 371 382.66

Minimum Requirements

- Grade 12
- Diploma in Traffic Management/ Traffic Officer Diploma or relevant qualification
- No criminal record
- EC and A Driver's License
- Supervisory skills
- Communication and negotiation skills
- Physically fit

Key Performance Areas

- Execute traffic law enforcement operations
- Educate and train public and staff to enhance traffic adherence

2.4.2. Position : Assistant Traffic superintendent x 2

Reference No : COM/2023/12/13

Basic Salary : R 326 525.83

Minimum Requirements

- Grade 12
- ITMPO
- PDP
- Traffic Officer Diploma or equivalent
- No criminal record
- EC and A Drivers License
- Computer Literacy
- Interpersonal Skills
- 01 year relevant experience

Key Performance Areas

- Conduct daily parade/inspection
- Operations facilitation
- Conduct routine inspection
- Register complaints and conduct initial investigations
- Staff supervision

2.4.3. Position : Traffic Officers x 3

Reference No : COM/2023/12/14

Basic Salary : R 286 262.07

Minimum Requirements

- Grade 12
- Traffic Officer Diploma or equivalent
- No criminal record
- EC and A Driver's License
- Physically fit

Key Performance Areas

- Coordinate Traffic Control and public safety
- Conduct community policing
- Coordinate disaster control
- Provide administrative service in case of warrants.

2.4.4. Position : Supervisor Data Capturer

Reference No : COM/2023/12/15

Basic Salary : R 243 882.59

Minimum Requirements

- **Grade 12**
- **Computer Literacy**
- **No Criminal Record**
- **1 Year relevant Experience**

Key Performance Areas

- Capturing and reconcile section 56 notices
- Provide administrative support
- Maintain file of receipt and notices, and update the system
- Supervise personnel

2.4.5. Position : Traffic wardens x 10

Reference No : COM/2023/12/16

Basic Salary : R 218 164.21

Minimum Requirements

- Grade 12
- Valid drivers license
- No criminal record

Key Performance Areas

- Controlling traffic flow and public safety
- Monitoring and enforcing compliance with traffic and public safety by-laws
- Conduct point duties and foot patrols
- Law enforcement, court duties and attend to vehicle accidents

3. DEPARTMENT : CORPORATE SERVICES

3.1. FLEET MANAGEMENT DIVISION

3.1.1. Position : Senior Fleet Officers x 2

Reference No : CORP/2023/12/01

Basic Salary : R 416 463.00

Minimum Requirements

- Grade 12
- National Diploma in Logistics or relevant qualification
- Code 10 drivers license
- 2 years relevant experience

Key Performance Areas

- Coordinate fleet operations
- Fleet maintenance
- Provide administrative support to the unit

1.1. Position : Fleet Officers x 3

Reference No : CORP/2023/12/02

Basic Salary : R 326 525.83

Minimum Requirements

- Grade 12
- National Diploma in Logistics /relevant qualification
- Valid drivers license
- 1 year relevant experience

Key Performance Areas

- Coordinate fleet operations
- Fleet maintenance
- Provide administrative support to the unit

3.1.2. Position : Messengers/ Drivers x 4

Reference No : CORP/2023/12/03

Basic Salary : R 165 037.10

Minimum Requirements

- Grade 10 or equivalent qualification
- Valid drivers license (Code 10)
- PDP
- 01 year driving experience

Key Performance Areas

- Transportation of goods and passengers
- Motor vehicle maintenance
- Messenger services

3.1. HUMAN RESOURCES MANAGEMENT, DEVELOPMENT AND TRAINING DIVISION

3.1.3. Position : Senior HRD Officer

Reference No : CORP/2023/12/04

Basic Salary : R 469,095.00

Minimum Requirements

- National Diploma in Human Resources Development or relevant qualification
- 3 years relevant experience
- Computer Literate
- Knowledge of HRD Practices and standards

Key Performance Areas

- Monitor provision of training and development programmes in the Municipality
- Conducting training needs analysis surveys and research.
- Liaising with managers and interviewing employees at all levels to identify and assess training and development needs.
- Responding to queries from staff about training.
- Facilitating workshops
- Evaluating the effectiveness of training and reporting to managers.

3.2 OFFICE OF THE SPEAKER

3.2.1 Position : Admin Clerk (Fixed term contract linked with the term of office of the current Speaker)

Reference No : CORP/2023/12/05

Basic Salary : R 218 164.21

Minimum Requirements

- Grad12
- Computer Literacy

Key Performance Areas

- Provide clerical support.
- Handling of correspondence within the Office of the Speaker

3.2.1 Position : Committee Officer

Reference No : CORP/2023/12/06

Basic Salary : R286 262.00

Key Performance Areas

- Coordinate logistical and procedural requirements for Council and Committee Meetings.
- Provision of Secretarial Support
- Record Keeping

4. DEPARTMENT : BUDGET AND TREASURY

4.1. FINANCIAL REPORTING DIVISION

4.1.7. Position : Filling Clerk

Reference No : BTO/2023/10/07

Basic Salary : R 218 164.21

Minimum Requirements

- Grade 12

Key Performance Areas

- Controlling documents/ correspondence flow
- General administration and safe keeping of records

4. DEPARTMENT : DEVELOPMENT PLANNING AND HUMAN SETTLEMENTS

4.1. Spatial Planning and Land Use Division

4.1.1. Position : Senior Urban and Regional Planner

Reference No : DVPHS/2023/12/01

Basic Salary : R 416 462.56

Minimum Requirements

- B. Tech./ B Degree in Town/ Urban and Regional Planning
- Registration as Technical/professional with SACPLAN will serve as an advantage.
- Valid drivers license
- 03 years relevant experience

Key Performance Areas

- Monitor application of the general planning principles and planning policy on national, provincial and local level
- Verify that development application register, and checklist are updated and reflects received applications.
- Enforce compliance with all relevant stakeholders.
- Development of planning by-laws and policies.

4.1.2. Position : Land Surveyor Technician

Reference No : DVPHS/2023/12/02

Basic Salary : R 416 462.56

Minimum Requirements

- B. Tech/ B. Degree in Land Surveying
- A valid driver s license
- Registration with relevant professional body will serve as an advantage.
- 03 years relevant experience

Key Performance Areas

- Provide municipal engineering support services
- Provide technical support and advisory services
- Calculate and coordinate municipal engineering operations

4.1.3. Position : GIS Technician

Reference No : DVPHS/2023/12/03

Basic Salary : R 326 526.83

Minimum Requirements

- National Diploma in GIS/ Computer Science or relevant qualification
- A valid drivers license
- 02 years relevant experience

Key Performance Areas

- Provide GIS support services to the municipality

- Data collection and capturing services
- Perform system management operations for the section
- Staff supervision

4.1.4. Position : Land Use Officer

Reference No : DVPHS/2023/12/04

Basic Salary : R 416 462.56

Minimum Requirements

- National Diploma in Town Planning/Regional Planning or relevant qualification
- Registration as Technical/professional with SACPLAN will serve as an advantage
- 02 years relevant experience

Key Performance Areas

- Monitor Land Use Management scheme applications
- Provide technical support services to the municipality
- Provide administrative support to the division

4.1.5. Position : Property Officer

Reference No : DVPHS/2023/12/05

Basic Salary : R 371 382.66

Minimum Requirements

- National Diploma in Real Estate/Property Development/Management or relevant qualification
- A valid drivers license
- Registration with the relevant professional body will serve as an advantage
- 02 years relevant experience

Key Performance Areas

- Land applications and management
- Legislation enforcement and compliance
- Information dissemination
- Advance provisions of strategic plans

5. DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT AND TECHNICAL SERVICES

5.1. Water and Sanitation

Position : Manager – Water and Sanitation

Reference no. : IDTS /2023/12/01

Task grade : T15

Remuneration : R 585,060.00

MINIMUM REQUIREMENTS:

- A B Degree/B Tech in Water Care /Civil Engineering or equivalent
- Code B Driver's Licence
- Registration as a Candidate Engineer
- 5 years experience in water services provision of which 3 at supervisory level.

KEY PERFORMANCE AREAS : :

- Manage Coordination of Water and Sanitation Services
- Monitors and controls the operations and maintenance requirements of the Water and Waste Water Treatment and Reticulation Plant
- Manage unit risk, audit, compliance and reporting

5.2. MECHANICAL ENGINEERING DIVISION

5.2.1. Position : Plant Operators x 4

Reference No : IDTS/2023/12/02

Basic Salary : R 218 164.21

Minimum Requirements

- Grade 10
- Code 14 Drivers license
- PDP
- 01 year relevant experience

Key Performance Areas

- Operate municipal plant vehicles

5.3. ENERGY SERVICES DIVISION

5.3.1. Position : Manager Energy Services

Reference No : IDTS/2023/12/03

Basic Salary : R 585,060

Minimum Requirements

- B Degree in Electrical Engineering or related qualification
- Registration with a recognized professional body
- A Valid Driver's License
- 5 years relevant experience

Key Performance Areas

- To manage planning for construction of electrical infrastructure
- To manage provision of electricity in the municipal area
- Manage, monitor and control electrical protection and testing in the electrical distribution network.
- Manage implementation of INEP within the Municipality

Applications must be made on the prescribed application form for Fetakgomo Tubatse Local Municipality, obtainable from Fetakgomo Tubatse Municipal offices, satellite offices or Thusong Service Centres or can be downloaded from municipal website (www.ftlm.gov.za). The application forms must be accompanied by detailed CV, certified copies of qualifications, academic records, certified ID copy and any other relevant supporting documents and should be forwarded to The Municipal Manager, Fetakgomo Tubatse Local Municipality, P.O Box 206, Burgersfort, 1150 or P.O Box 818, Apel, 0739 or Hand delivered to Fetakgomo Tubatse Local Municipal Registry (Burgersfort at Lower ground or Apel Regional offices at Registry Office). The selection process will be influenced by the Municipality's Employment Equity Plan. Please note that correspondence will be limited to the shortlisted candidates only.

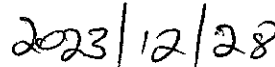
Closing date for submission of applications is the 22 January 2024 at 16h00. Enquiries can be directed to Phetla D.R or Maribana D.N or Mphahlele M.D at 013 231 1000 during office hours.

NB! SUCCESFUL CANDIDATES WILL BE SUBJECTED TO VETTING, QUALIFICATION VERIFICATION AND REFERENCE CHECK. FRAUDULENT QUALIFICATIONS OR DOCUMENTATION WILL IMMEDIATELY DISQUALIFY THE APPLICANT. CANVASSING FOR THE POSITION WILL DISQUALIFY THE APPLICANT. NO FAXED OR E-MAILED APPLICATIONS RECEIVED VIA POST OFFICE STAMPED AFTER THE CLOSING DATE WILL BE CONSIDERED.

The municipality reserves the right not to make any appointment.



Makgata MJ
Municipal Manager



Date