

POLOKWANE MUNICIPALITY EXTERNAL/INTERNAL VACANCIES

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT MUNICIPALITY OF LIMPOPO PROVINCE HEREBY INVITE APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE

DIRECTORATE : WATER AND SANITATION

Business Unit: Reticulation, Distribution and Maintenance, Water Demand and Conservation
Position: Manager: Reticulation, Distribution and Maintenance, Water Demand and Conservation (Re-Advertisement)
Salary: R835 564
(basic salary per annum excluding benefits)
Estimated total package R1 411 864.38
Post Level: : 01
Reference: : EXT/24/25/01

Requirements: B ENG/ BSC ENG/ B TECH in Civil Engineering (Water Engineering) or equivalent qualification. Registration with a recognised engineering professional body will be an added advantage. 5-8 years' experience as a Civil Engineering practitioner in the field of water and sanitation of which 3 years should be in a supervisory level. Code B Driver's License.

Knowledge and Skills: Extensive knowledge and understanding of the legislative and regulatory framework and environment applicable to the provision of Water and Sanitation services. Extensive knowledge and understanding of the Municipal structures, Municipal systems, Municipal Finance Management, Water services National water and National Environmental Management Acts. Problem-solving, assertiveness, and good verbal and written communication skills.

Duties: Prepare effective operational, refurbishment, major maintenance and capital upgrading budget. Coordinate and oversee the planning of capital projects and operation and maintenance activities. Ensure sustainable supply of water to all residents. Prepare, update and ensure proper implementation of by-laws and policies of water services. Monitor and control reservoir levels within the municipality. Monitor and control the collection and analyse water readings. Control the monitoring of the water hydrant recommended for the release of water pressure from the pipes. Control the monitoring of water valves and recommend for closer and opening where necessary.
EMAIL: RECRUITMENT01@POLOKWANE.GOV.ZA

Business Unit: Operations, Water and Wastewater, Quality Management and Laboratory Services
Position: Process Operator X10 Polokwane WWTW, Seshogo WTP Chuene, Maja WTP, Hout River WTP, Mashashane WTP
Salary: R153 281-R204 670
(basic salary per annum excluding benefits)
Post Level: : 15/13
Reference: : EXT/24/25/03

Requirements: Grade 12 with NQF Level 6 qualification; N6 in Water Care, Chemical Plant Operation, Chemical Engineering or equivalent. 0-2 years' relevant practical experience. Must be Class III or IV Process Controller (Water or Wastewater). Must be computer literate (Microsoft/Excel). Must have good communication and writing skills. Must have a driving license. **Priority will be given to graduates.**

Duties: Open/Close valves to specific limits to control levels and regulate flow to/from storage units
Conduct test on samples using specific apparatus and equipment, referencing specifications to determine deviation, reporting outcomes and proceeding with corrective measures. Adjusting mechanical control settings to regulate chemical levels to enable disinfection, and/or activating/deactivating pumps to commence/stop the movement of treated/untreated water
Communicating with immediate supervisor, transmitting information on plant condition, performance and outcomes and/or executing specific instructions to address deviations or disruption to process
Logging specific activities/outcomes associated with process in registers, indicate times, incidents or occurrence and action, and forwarding update records for verification and approval.
RECRUITMENT03@POLOKWANE.GOV.ZA

Business Unit: Operations, Water and Wastewater, Quality Management and Laboratory Services
Position: Process Controller Molepo WTP
Salary: R309 628- R358 691
(basic salary per annum excluding benefits)
Post Level: : 09
Reference: : EXT/24/25/04

Requirements: Grade 12 with NQF Level 6; National Diploma, BSc in Water Care, Water and Sanitation, Chemical Plant Operation or equivalent. 0-2 years' experience in a similar position or environment. Must be Class V Process Controller (Water or Wastewater). Must be computer literate (Microsoft/Excel). Must have good communication and writing skills. The incumbent must be fit and healthy and be able to stand for a long time and work

under pressure. Must have a driving license. **Priority will be given to graduates.**

Duties: Monitor water treatment process and ensure corrective measures are implemented.
Perform Sampling, analysis and interpretation of data for the purpose of plant optimization.
Determine daily and monthly flows per unit process and entire water and wastewater works.
Assist in the implementation of various activities required for the achievement of Blue and Green Drop certification.
RECRUITMENT04@POLOKWANE.GOV.ZA

DIRECTORATE : CORPORATE AND SHARED SERVICES

Business Unit: Facility Management
Position: Manager: Facility Management
Salary: R835 564
(basic salary per annum excluding benefits)
Estimated total package R1 411 864.38
Post Level: : 01
Reference: : EXT/24/25/05

Requirements: Bachelor Degree/B Tech in Quantity Surveying/Architecture or equivalent qualification. 5-8 years' relevant experience. Be able to know and interpret: OHS Act, Administration management, facility management, personnel management, labour relation management, financial management, safety and risk management, knowledge and understanding of MFMA, understanding of municipal policies, regulations, and prescripts legislation. Working knowledge of procurement, negotiation, and management of external contracts. Valid driver's license. Must be computer literate. The incumbent must have Communication skills, conflict management skills, analytical skills, organizing skills, and project management skills. Ability to listen and interpret. Registration as a professional is essential.

Duties: Lead and manage facility management SBU. Planning and Budgeting. Report to the Ass Manager on the daily functions of the unit. Manage and process payment of professionals and contracts. Do realistic planning for IDP. Prepare the budget for future projects. Manage the project manager for the implementation of capital projects and refurbishment of facility and building infrastructure. Manage the managers for the implementation of maintenance of facilities and buildings. Manage the refurbishment and improvement of facilities.
Ensure compliance and ideal execution of construction contracts. Attend meetings and solve disputes. Ensure that all rules and building regulations are adhered to. Does management planning of quantities with subordinates. Briefing contractors and consultants on implemented projects. Control the quantities on implemented projects. Monitor the cost, time, and budget of projects. Evaluate or adjudicate bids. White binding letters and reports. Develop departmental policies and bylaws.
EMAIL: RECRUITMENT05@POLOKWANE.GOV.ZA

Business Unit: Human Resources Management
Position: Assistant Manager: Occupational Health and Safety (Re-Advertisement)
Salary: R650 105
(basic salary per annum excluding benefits)
Estimated total package R1 131 018.74
Post Level: : 03
Reference: : EXT/24/25/06

Requirement: Bachelor Degree/B-Tech in Safety Management, Environmental Health, Public Health or equivalent. Registered with SAQA as an Occupational Health and Safety Professional. Registered with SACPCMP. Possess a valid Driver's license. 3-5 years' experience of which 2 years should be in supervisory level. Health and safety on construction site. Rail safety. Industrial Health and Safety.

Duties: Develop project specific Occupational Health and safety Specifications for each project. Conduct baseline risk assessments to be include in the Occupational Health and safety Specifications. Ensure that an applicable bill of quantities for Occupational Health and safety are included in tender documents. Manage the implementation of all appointments as stipulated in the Occupational Health Safety Act, Act 85 of 1993, by issuing a letter of appointment to the appointees as required by legislation. Approve all Principal Contractors Health and safety plans and files. Approve all fall Protection Plans of principal Contractors. Coordinate and conduct monthly inspections and audit on all construction sites. Ensure that all relevant SBU's form and have monthly Health and safety meetings. Ensure the legal inspections of equipment, example ladders, fire equipment, electrical portable equipment etc. Reporting of serious incidents to Department of labour. Investigation of all injuries on duty.
EMAIL: RECRUITMENT06@POLOKWANE.GOV.ZA

Business Unit: Human Resources Management
Position: Assistant Manager: Labour Relations
Salary: R650 105
(basic salary per annum excluding benefits)
Estimated total package R1 131 018.74
Post Level: : 03
Reference: : EXT/24/25/07

Requirement: Bachelor Degree/B-Tech in Labour/Industrial Relations, Human Resource Management or Degree in Law (LLB) majoring in Labour Relations or equivalent qualification. 3-5 Year's relevant experience in a unionised environment and in depth understanding of employment related and labour legislation. Report writing skills, Good interpersonal and communication skills. Computer experience in the Microsoft Office Package. Valid Code B Drivers' License.

Duties: Conduct preliminary investigations of allegations of misconduct and recommend appropriate action. Prosecute in all Municipal Disciplinary Hearings. Arrange and collate background information on disputes. Represent Council in the South African Local Government Bargaining Council Conciliations, Arbitrations, CCMA, Labour Court. Advise management and staff on Grievance and Disciplinary processes. Ensure that the Municipality complies with Labour Legislation. Co-ordinate the Local Labour Forum. Provide expert advice in the Local Labour Forum. Follow up and ensure implementation of Local Labour Forum resolutions. Give feedback to the Bargaining Council on the functioning of the Local Labour Forum. Represent the employer in Incapacity Hearings. Liaise with management, employees and unions to keep them informed regarding Labour Relations matters. Keep a record of Labour Relations activities. Research relevant Case Law, liaise with Labour Experts and compile Case Reports in preparation of Disputes. Build and maintain constructive relationships with unions and management. Co-ordinate Labour Relations Training.
EMAIL: RECRUITMENT07@POLOKWANE.GOV.ZA

NB: APPLICATIONS SUBMITTED WITHOUT THE OFFICIAL APPLICATION FORM WILL NOT BE CONSIDERED.

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Polokwane Municipality Recruitment policy as well as the Personnel Code as approved by the council will guide the process.

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and the council's employment equity plan or targets and goals. For this reason, we require that **Race, Gender, and Disability status be specified. NOTE: Suitable candidates will be subjected to compulsory Pre- screening in the form of determining the validity of qualifications, current and previous employment reference checks, Criminal checks, Citizenship, credit record verification. Where applicable candidates will be subjected to a skills/ knowledge test.**

The form must be accompanied by a detailed CV, originally certified copies (not older than three months) of qualifications, ID, any other supporting documents should be sent to the provided Emails.

KINDLY NOTE THE FOLLOWING WHEN SUBMITTING THROUGH EMAIL:

- ✓ APPLICATION SIZE: 10 MB OR LESS
- ✓ PDF FORMAT ONLY

NB: STRICTLY EMAIL SUBMISSIONS!!

Closing Date: 26 NOVEMBER 2024
Time: 12h30

Late applications will not be considered. Should you not hear from us within four months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.

Fraud Hotline: 015 290 2642 / 2628 or Email: FraudHotline@polokwane.gov.za

ENQUIRIES: Acting Human Resources Manager, Ms. Mosima Makgato, Tel No. 015 290 2116/2004/2031

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THUSO NEMUGUMONI
MUNICIPAL MANAGER

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Business Unit: Human Resources Management
Position : Assistant Manager: Personnel
Salary : R650 105
(basic salary per annum excluding benefits)
Estimated total package R1 131 018.74
Post Level : 03
Reference : EXT/24/25/08

Requirement: Bachelor Degree/B Tech in Human Resources Management or equivalent qualifications. 3-5 years' experience of which 2 years should be in supervisory level. Experience as a HR generalist. Knowledge of Municipal Staff Regulation is required. Negotiation. Oral and written communication HR Technology/Information Management HR Services Delivery Strategic HR Management. Talent Management. Compensation and Benefits Management. A valid driver's license. Advanced Computer Literacy.

Duties: Plan and deliver personnel administrative services in a generalist or specialised capacity, including contributing to the analysis and formation of organisation development strategies. Employee benefits management. Administration of Payroll. Leave management. Exit interview. Notch increment. Garnishee orders. Developing and implementing Human Resources Plan. Plan and implement Recruitment and Selection process. Employee secondment and transfers. Induction process. Risk management. Reporting. Stakeholder Relations. Change management. Leadership controlling and organising. Performance management of the sub-division. Human resource management. Compliance: Legal regulation and statutory framework and processes. Consult with and other clients on a regular basis to anticipate evolving HR and personnel requirements, analyse requirements and develop strategies and options to meet objectives, as well as provide activities on selection, implementation and management of HR and personnel strategies. Provide guidance and counselling to Management and other clients on HR issues, options and requirements and mentoring colleagues. Participate and provide subject matter expertise to working groups and colleagues involved in analysing, developing and coordinating HR and personnel strategies and initiatives, preparing analysis briefings and reports. Research and contribute to the development and implementation of HR and policies, legislation, programmes and information management systems as well as analyse the effectiveness of HR and personnel programmes services, services and initiatives.

EMAIL: RECRUITMENT08@POLOKWANE.GOV.ZA

Business Unit: Human Resources Development
Position : Assistant Manager: EAP
Salary : R650 105
(basic salary per annum excluding benefits)
Estimated total package R1 131 018.74
Post Level : 03
Reference : EXT/24/25/10

Requirements: Bachelor's Degree in Social Work/Psychology. Honours in Social Work/Psychology will be an added advantage. 3-5 years working experience. Registration with the professional statutory body. Knowledge of HIV and AIDS counselling and EAP matters. Willingness to work under stressful conditions and extraordinary hours. The ability to keep confidential information. Strong people Management Skills. Training and Facilitation Skills. Valid driver's license.

Duties: Manage and administer Employee Assistance programmes. Implement the Employee Assistance Programme (EAP) including wellness days. Design, develop and support the implementation of policies, procedure and guidelines for the programme. Identify and manage risk and provide expertise and advice to enable awareness of well services. Manage internal and external stakeholders. Conduct case management, follow-up and monitoring. Compile monthly, quarterly, half-yearly and annual reports. Design and implement HIV/AIDS management programmes. Provide clinical services and counselling for the employees and their immediate families. Provide non-clinical services and preventative services. Monitor and evaluate the EAP internal and external stakeholder management and networking. Advise management on employee wellness matters.

EMAIL: RECRUITMENT10@POLOKWANE.GOV.ZA

DIRECTORATE : PLANNING AND ECONOMIC DEVELOPMENT

Business Unit: Property Management
Position : Manager: Property Management
(Re-Advertisement)
Salary : R835 564
(basic salary per annum excluding benefits)
Estimated total package R1 411 864.38
Post Level : 01
Reference : EXT/24/25/11

Requirements: Bachelor's Degree in Real Estate, Property Studies, Development Planning and/ or Property Law or equivalent qualifications. 5-8 years' relevant experience with 3 years at middle management level (exposure to Local Government environment will be an added advantage) Valid driver's licence code B (08).

Computer Literacy, Problem solving and map reading.

Duties: Identify and define the immediate, short and long-term objectives/ plans associated with property management to ensure that the key responsibilities areas are identified, objectives aligned, appropriate procedures developed and implemented on approval to guide and direct property management functions. Ensure effective transactions of immovable municipal assets. Interaction with the public, developers, consultants, colleagues and councillors through proper public relations ensure that an accessible and responsive information and advice service is rendered. Manage the implementation of financial controls/procedures and provide information to support financial planning sequences to ensure accurate estimates are prepared in relation to requirements enabling the SBU to contribute positively towards the quality and standards of service delivery. Directs and controls outcomes associated with utilization, productivity, and performance of personnel within the unit to ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work- life is cultivated and maintained enabling the municipality to meet its service delivery objectives.

EMAIL: RECRUITMENT11@POLOKWANE.GOV.ZA

DIRECTORATE: COMMUNITY SERVICES

Business Unit: Stadia and Swimming Pools
Position : Manager Stadia (Re-Advertisement)
Salary : R835 564
(basic salary per annum excluding benefits)
Estimated total package R1 411 864.38
Post Level : 01
Reference : EXT/24/25/12

Requirements: Bachelor Degree/B Tech in Sports Management, Business management, Event Management, Property Management or equivalent qualification. 5- 8 years' relevant experience of which 3 years should be at middle management. Valid driver's license. Ability to work under pressure, report writing, inter personal, Leadership, Presentation, Solid knowledge in communication and marketing, Computer Literacy. Financial management, stadium operations, facilities management, knowledge of SASREA Act of 2010, OHS compliance and event safety.

Duties: Management of stadium infrastructure and equipment. Planning and organizing events: games, ceremonies, festivals and others. Ensure the safety of spectators and users of sports facilities. Co- ordinate safe, secure, and legal work environment, Communication operations around the events. Manage all operational and maintenance of sport and recreational facilities. Implementation of the occupational safety and health act. Human resource and financial management. Solid knowledge in communication and marketing.

EMAIL: RECRUITMENT12@POLOKWANE.GOV.ZA

Business Unit: Environmental Management
Position : Assistant Manager: Open Spaces and Parks
Salary : R650 105
(basic salary per annum excluding benefits)
Estimated total package R1 131 018.74
Post Level : 03
Reference : EXT24/25/13

Requirements: Bachelor Degree/B Tech in Horticulture or Parks and Recreation Management or equivalent qualification. 3-5 years' experience working in parks and Recreation Management of which 2 years should be at middle management level. Valid driver's license. Physically fit and able to work under pressure, Interpersonal, Leadership, Presentation, communication and computer Literacy, travelling and willing to work after hours. Registered with the south African Council for the Landscape Architectural Professional body (SACLAP)

Duties: Manage the development and maintenance of municipal parks and open spaces. Plan projects and undertake research regarding new projects. Manage horticulture programmes e.g. greening. Manage municipal parks cemeteries and nursery. Manage propagation of plant material and decorations. Ensure that health and safety procedures are adhere to.

EMAIL: RECRUITMENT13@POLOKWANE.GOV.ZA

Business Unit: Environmental Management
Position : Assistant Manager: Natural Resources
Salary : R650 105
(basic salary per annum excluding benefits)
Estimated total package R1 131 018.74
Post Level : 03
Reference : EXT/24/25/14

Requirements: Bachelor Degree/B Tech in Environmental Management, Science/ Nature Conservation/ Natural Resources Management or equivalent relevant qualification. 3- 5 years' working experience of which 2 years should be at middle management level. Valid driver's license. Physically fit and able to work under pressure, Interpersonal, Leadership, Presentation,

communication and computer Literacy, travelling and willing to work after hours. Report writing.

Duties: Manage, protect and conserve natural resources within Polokwane Municipality e.g wetlands, streams, dams, forests. Management of Polokwane Game Reserve and Hospitality. Conducting research relating to the management, protection and conservation of natural resources. The development and maintenance of municipal parks and open spaces. Plan projects and undertake research regarding new projects. Manage horticulture programmes e.g. greening. Manage municipal parks cemeteries and nursery. Manage propagation of plant material and decorations. Ensure that health and safety procedures are adhere to.

EMAIL: RECRUITMENT14@POLOKWANE.GOV.ZA

DIRECTORATE : CHIEF OPERATIONS OFFICE

Business Unit: Clusters Offices
Position : Manager - Cluster Offices
Salary : R835 564
(basic salary per annum excluding benefits)
Estimated total package R1 411 864.38
Post Level : 01
Reference : EXT/24/25/15

Requirements: Bachelor Degree/B-Tech in Public Administration/ Developmental studies or an equivalent qualification. 5-8 years' working experience in public services of which 2 years must be at middle management. Report writing and presentation skills, strategic planning & financial management, solid customer relation and Batho –Pele attributes, leadership skills, knowledge of relevant legislation governing local municipalities and drivers licence. Good planning and management skills, leadership skills.

Duties: Personnel management for all respective clusters of the municipality. Oversee decentralization of municipal services in the clusters. Financial control. Identify and define the immediate, short and long –term objectives and plans associated with provision of administrative and financial support in clusters. Oversee operations of Thusong Service centers in line with Public services regulations.

EMAIL: RECRUITMENT15@POLOKWANE.GOV.ZA

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Business Unit: Legal Services

Position : Manager - Legal Services
Salary : R835 564
(basic salary per annum excluding benefits)
Estimated total package R1 411 864.38
Post Level : 01
Reference : EXT/24/25/16

Requirements: B. Proc, or B- Degree in Law (LLB) or equivalent and admitted as Advocate or an Attorney. 5-8 years' relevant legal experience in of which 3 years should be in supervisory management. Strong litigation skills. Good communication and report writing skills. No criminal record. Knowledge of Local Government framework. Excellent Computer skills, particularly Ms word, Ms Excel, and PowerPoint. Deadline driven and able to deliver high quality work under pressure. Code B.

Duties: Guiding and providing advice to Municipal Manager on the interpretation and/ or processes necessary to effect implementation. Monitoring the status of collective agreements and determining/ approving processes to enforce compliance. Consulting journals and/ or summaries of judgement to evaluate prosecution and defence evidence and, rulings. Prepares and disseminates opinion and interpretation of legal conditions and terminology contained in agreements and/ or resolutions. Referring to case law to assess legal arguments, arbitration awards juristic rulings for/ against specific terms and conditions. Drafting communication detailing references consulted and quoting expert opinion/ judgements to substantiate specific interpretations and opinions. Monitor that effective contract documentation is prepared updated (and version controlled), and is appropriately accessible for operational and corporate directorates. Provide support to service directorates on contractual aspects of tender submissions, sub-contracts and related activities.

Manage, advice, review and coordinate the approach towards litigation or other proceedings to which the Municipality is (or potentially) party to. Render professional legal advice to monitor that all actions/resolutions are complying with statutory requirements. Co-operate with other legal entities in developing sound working relations and minimise areas of dispute or potential dispute in the legal context. Manage legal processes and monitor that are timeously attended to including serving of summons or applications, affidavits, conclusion of settlement agreement as well as attendance of Court hearings. Determine staff levels and prepare motivations for the filling of vacancies to complement functional objectives and requirements. Conduct appraisals to measure performance against agreed objectives, counsel and consult with personnel on developmental goals, career paths and short term targets and standards. Develop and manage an annual budget for the division, and prepare and submit budget adjustments. Monitor expenditure against the capital budget. Map out initiatives and interventions necessary for the delivery of a professional and quality service with due consideration given to the needs of the targeted beneficiaries and priorities requiring attention. Formulate required annual plans (SDBIP and performance plans) in accordance with the municipality's strategic plans and mandate.
EMAIL: RECRUITMENT16@POLOKWANE.GOV.ZA

Business Unit: Legal Services

Position : Assistant Manager: Legal Litigation
Salary : R650 105
(basic salary per annum excluding benefits)
Estimated salary per annum including benefits R1 131 018.74
Post Level : 03
Reference : EXT/24/25/17

Requirements: Bachelor Degree in Law (LLB) or equivalent. Must be admitted as an Attorney or Advocate. Computer literacy: MS Office. 3- 5 years' or more relevant legal experience required. Attributes: Written communication/drafting, Oral communication, Advocacy/Negotiation. Ethics and Professionalism Organisational awareness, Litigation Management Research and Analysis. Change Management. Leadership controlling and organising.

Duties: Project plan development. Managing Litigation. Managing statutory and constitutional claims. Review and control of the council's Insurance Portfolio. Liaising with external Attorneys and/or council. Reviewing By-laws. Administration of agreements. Reports Stakeholder Relations. Performance management of the Sub-Division. Continuous Improvement on services delivery.
EMAIL: RECRUITMENT17@POLOKWANE.GOV.ZA

Business Unit: Executive Support

Position : Assistant Manager - Protocol and Research
Salary : R650 105
(basic salary per annum excluding benefits)
Estimated total package R1 131 018.74
Post Level : 03
Reference : EXT/24/25/18

Requirements: Bachelor Degree in Law / Political Science or International Relations or equivalent. Valid driver's license. 3-5 Years' experience dealing with protocol and research of which of which 2 years should be at supervisory level. Ability to maintain high confidentiality with political leadership of the municipality. Knowledge of the Local Government Sector and applicable legislation. Planning and organizing skills. Good analytical, Computer literate. Interpersonal relations and negotiation skills. Administrative Skills. Communication skills. Excellent leadership and management.

Duties: Dealing with Protocol and research issues for the Office of the Executive Mayor and assisting at organizational level to

protocol and research issues. Order of proceedings for Executive Mayors' event. Briefing and De- briefing of the Executive Mayor and Political Management team. Assisting in speech Writing.
EMAIL: RECRUITMENT18@POLOKWANE.GOV.ZA

Business Unit: Project Management Unit

Position : Assistant Manager - Project Implementation
Salary : R1 357 556.32 (Total package per annum)
Duration : 05 Year-Fixed Term Contract
Reference : EXT/24/25/19

Requirements: Bachelor Degree/B-Tech in Civil Engineering/Project Management or an equivalent qualification. 5-8 years' working experience in Project Management of which 3 years must be on supervisory level. Code B Driver's License. The incumbent must have Communication skills, conflict management skills, analytical skills, organizing skills, and project management skills. The ability to understand the key drivers in the Local Government sector and the municipality in order to apply this understanding to meet the service delivery challenges. Knowledge of construction and maintenance processes, Monitors compliance to design specifications, health and safety regulations.

Duties: Monitor Project Implementation with all applicable Legislative, Policies and conditions applicable to IUDG and other funding sources. Managing PMU technicians and their respective outputs. Coordinate the compilation and implementation Capital Expenditure Framework. Assist on development of infrastructure master plans. Ensure that implemented projects support the strategic development plans of the Municipality. Evaluate the requirement for the registration of the project with various infrastructure grants and funding sources. Reporting to various sector department as per various grant condition. Verify and monitor that projects comply with grants condition. Coordinate implementation, monitoring and reporting of grant funded projects. Alignment of the capital project with the municipal's IDP. Conduct project performance and cash flow reviews. Monitor projects implementation with all applicable legislation, policies and conditions applicable to infrastructure grants.
EMAIL: RECRUITMENT19@POLOKWANE.GOV.ZA

Business Unit: Project Management Unit

Position : Assistant Manager: Compliance
Salary : R1 357 556.32 (Total package per annum)
Duration : 05 Year-Fixed Term Contract
Reference : EXT/24/25/20

Requirements: Bachelor Degree/B-Tech in Civil Engineering/Project Management or an equivalent qualification. 3-5 years' working experience in Project Management of which 2 years must be on supervisory level. Code B Driver's License. The incumbent must have Communication skills, conflict management skills, analytical skills, organizing skills, and project management skills. The ability to understand the key drivers in the Local Government sector and the municipality in order to apply this understanding to meet the service delivery challenges. Knowledge of construction and maintenance processes, Monitors compliance to design specifications, health and safety regulations.

Duties: Monitor project compliance with all applicable legislation, policies and conditions applicable to IUDG. Evaluate the requirement for the registration of the project with various infrastructure grants and other funding sources. Reporting to various sector departments as per various grant conditions. Verify and monitor that projects comply with grants condition. Coordinate implementation, monitoring and reporting of EPWP compliance. Alignment of all capital project with the municipal's IDP. Conduct project performance and cash flow reviews. Report to relevant stakeholder and committees as delegated by the PMU Manager. Monitor project compliance with all applicable legislation, policies and conditions applicable to infrastructure grants. Establish service level agreement service.
EMAIL: RECRUITMENT20@POLOKWANE.GOV.ZA

Business Unit: Internal Audit

Position : Internal Auditor - Performance Audit & Performance Information x2
Salary : R459 587- R560 335
(basic salary per annum excluding benefits)
Post Level : 06/05
Reference : EXT/24/25/21

Requirements: National Diploma in Internal Audit/Accounting or equivalent qualification. A minimum of two years' experience in performance audits/internal audits. Member of the Institute of Internal Auditors (Preferred). Code B Driver's License. Skills required: Proper planning and organizing. Attention to detail. Analytical thinking skills. Be able to perform the duties effectively and efficiently. Work with minimal supervision.

Duties: Carry out all performance audit procedures i.e. inspecting documents, interviewing personnel, making copies of available documentation, reviewing computer documents and conducting system reviews. Record work done on the working papers (Teammate). Gather audit evidence to support findings. Attend to coaching notes made by the supervisors. Draft audit findings & compile appropriate evidence. Discuss findings with clients/auditee. Prepare draft audit reports for review by the supervisor. Conduct project verifications and site visits. Follow-up on both the Internal Audit and AG findings. Assist in the coordination of AGSA processes, OPCA and APAC meetings. Perform other duties as requested by the supervisor.
EMAIL: RECRUITMENT21@POLOKWANE.GOV.ZA

Business Unit: Internal Audit

Position : Internal Auditor: Risk Based Audit
Salary : R459 587- R560 335
(basic salary per annum excluding benefits)
Post Level : 6/5
Reference : EXT/24/25/22

Requirements: National Diploma in Internal Audit/Accounting or equivalent qualification. A minimum of two years' experience in performance audits/internal audits. Member of the Institute of Internal Auditors (Preferred). Code B Driver's License. Skills required: Proper planning and organizing. Attention to detail. Analytical thinking skills. Be able to perform the duties effectively and efficiently. Work with minimal supervision.

Duties: Plan audit projects in line with the approved risk – based audit plan. Conduct audit procedures; including identifying and defining issues, developing criteria's, reviewing and analysing evidence in line with the approved methodology. Gather audit evidence to support findings. Attend to coaching notes made by the supervisors. Draft audit findings & compile appropriate evidence. Discuss findings with clients/auditee. Prepare draft audit reports for review by the supervisor. Conduct project verifications and site visits. Follow-up on both the Internal Audit and AG findings. Assist in the coordination of AGSA processes, OPCA and APAC meetings. Perform other duties as requested by the supervisor.
EMAIL: RECRUITMENT22@POLOKWANE.GOV.ZA

DIRECTORATE : ENERGY SERVICES

Business Unit: Energy Services: Operations & Maintenance

Position : Manager: Operations & Maintenance
Salary : R835 564
(basic salary per annum excluding benefits)
Estimated total package R1 411 864.38
Post Level : 01
Reference : EXT/24/25/23

Requirements: Bachelor Degree in Electrical Engineering or equivalent and a Government Certificate of competency, ECSA registration, and Project Management will be an added advantage. 5-8 years of related experience with two (2) years in a managerial position. Must be fit to work under normal and abnormal conditions, electrical by-laws, MFMA and PFMA knowledge. Management skills, leadership, training skills, report writing and presentation skills, good human relation skills, and computer literacy

Duties: Manage and control the operations & maintenance of the electrical network for the city. Management of all capital & maintenance projects that are energy-related. Financial management of projects and maintenance of discipline. Risk analysis and OHS compliance. Management of the budget provisioning for the electrical network.
EMAIL: RECRUITMENT23@POLOKWANE.GOV.ZA

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NB: STRICTLY EMAIL SUBMISSIONS!!

Closing Date: 26 NOVEMBER 2024
Time: 12h30

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Fraud Hotline: 015 290 2642 / 2628 or Email: FraudHotline@polokwane.gov.za

ENQUIRIES: Acting Human Resources Manager, Ms. Mosima Makgato, Tel No. 015 290 2116/2004/2031

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THUSO NEMUGUMONI
MUNICIPAL MANAGER

POLOKWANE MUNICIPALITY EXTERNAL/INTERNAL VACANCIES

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT MUNICIPALITY OF LIMPOPO PROVINCE HEREBY INVITE APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE

Business Unit : Energy Services: Planning and Development
Position : Manager: Planning and Development
Salary : R835 564
(basic salary per annum excluding benefits)
Estimated total package R1411 864.38

Post Level : 01
Reference : EXT/24/25/24

Requirements: Degree in Electrical Engineering or equivalent qualification. At least 5 years of related experience with three years at the management level. ECSA registration and project management will be an added advantage. Have knowledge of Laws and Standards. Valid driver's license. Knowledge of MFMA and PFMA, management skills, leadership, training skills, report writing, and presentation skills. Good human relations skills. Computer literate. Must be fit to work under normal and abnormal conditions.

Duties: Plan and manage the provisioning of current and future infrastructure for the city. Management of all capital projects that are energy related. Innovation and research on new technologies. Have the ability and plans to reduce energy losses. Financial management of project and maintenance of discipline. Risk analysis and OHS compliance. Management of free basic alternative energy. Design and AS-Built Provisioning for the electrical network.

EMAIL: RECRUITMENT24@POLOKWANE.GOV.ZA

Business Unit : Energy Services: Operations & Maintenance
Position : Linesman 11kv X11
Salary : R261 137- R296 237
(basic salary per annum excluding benefits)

Post Level : 10
Reference : EXT/24/25/25

Requirements: Grade 12/N3 certificate in Electrical Engineering (Power Engineering) with Trade Test. A Valid driver's license (C1) A minimum of 0-2 Years' Experience working in the Maintenance of Electrical Equipment. Standby, working extra hours and during the night. **Six-day worker**, physically fit. Required to work outside normal working hours during emergencies. Work in all weather conditions. **Priority will be given to graduates.**

Duties: Power Lines Maintenance and installation, prepaid meters, streetlights maintenance.

EMAIL: RECRUITMENT25@POLOKWANE.GOV.ZA

DIRECTORATE : TRANSPORTATION SERVICES

Business Unit : Intelligent Transport Systems Modelling
Position : Manager: Intelligent Transport System Modelling
Salary : R835 564
(basic salary per annum excluding benefits)
Estimated total package R1 411 864.38

Post Level : 01
Reference : EXT/24/25/26

Requirements: Bachelor Degree Transport Economics/ Planning/ Management, Business Management/ Administration, Information Technology, Postgraduate qualifications in related fields will be an added advantage. 5-8 years' experience in transportation of which 3 years should be at the supervisory level. valid driver's license.

Duties: BRT Intelligent Transport Systems planning and design. Ensure proper planning of transport systems. Conduct detailed transportation and parking demand simulation. Manage the planning, consolidation, and execution of strategic travel and travel behavior survey. Develop, calibrate and integrate strategic Transport Model with Land-Use/ /Economic models for Polokwane. Provide technical and analytical advice in relation to intelligent Transportation Systems planning to Council. Directs and controls outcomes associated with utilization, productivity, and performance of personnel within the Section. Analyzing trends, operating requirements, and forward plans to establish/ determine funding/ expenditure for the period. identifies and defines the immediate, short, and long-term objectives/plans associated with the provision of security services. Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the SDBIP.

EMAIL: RECRUITMENT26@POLOKWANE.GOV.ZA

Business Unit : Transportation Services: Planning and Operations
Position : Manager: Planning and Operations
Salary : R835 564
(basic salary per annum excluding benefits)
Estimated total package R1 411 864.38

Post Level : 01
Reference : EXT/24/25/27

Requirements: Bachelor Degree Transportation Economics/ Planning/Transport Operations/Traffic Engineering or any relevant qualifications, Postgraduate qualifications in related fields will be

an added advantage. 5-8 years' experience in bus planning and operations of which 3 years should be in supervisory level. Problem solving and decision making. Teamwork and collaboration. Accountability and responsibility. Customer focus (internal and external) Planning and organizing. Conflict management. Supporting and training.

Duties: Develop the technical operation plan to reduce the congestion in the city and to promote universal accessible transport. Development of the bus operation plan to ensure the improvement of movement of the commuters and operators. Implementation of CBD public transport precinct to improve and ensure security of the commuters and operators. Develop comprehensive integrated transport plan to achieve the integrated planning within the municipality. Integrated development planning (IDP) to ensure implementation of the IDP sustaining the quality and standards of service delivery. Financial Management to develop and manage budget for the division, and prepare and submit budget adjustments. Human Resources to ensure management and supervision of staff.

EMAIL: RECRUITMENT27@POLOKWANE.GOV.ZA

DIRECTORATE : OFFICE OF THE MUNICIPAL MANAGER

Business Unit: Office of the Municipal Manager
Position : Manager in the Office of the Municipal Manager
Salary : R835 564
(basic salary per annum excluding benefits)
Estimated total package R1 411 864.38

Post Level : 01
Reference : EXT/24/25/28

Requirements: A recognised Degree in Administration/Social Sciences or equivalent qualification. MFMP will be an added advantage. 5-8 years Local Government Managerial experience of which 3 years should be in supervisory level. Valid driver's license. Travel to meetings as and when delegated. Computer Literacy, Interpersonal skill.

Duties: Manage office of the Municipal Manager accordingly, Manage the Municipality's administration in accordance with Constitution of the Republic and Local Government legislations. Coordinate Executive Management Meetings, facilitate effective communication between Municipal Manager's Office, various Directorates and external stakeholders. Administering and overseeing implementation of EXCO resolutions on time, oversee implementation of Intergovernmental relations at all levels. Facilitate the planning process for programmes within the Office of the Municipal Manager, Coordinate and give inputs to the budget for the programmes, promotion of the programmes, implementation of the programmes. Ensure that office of the Municipal Manager's affairs is well managed and perform any other related function as requested by the Municipal Manager.

EMAIL: RECRUITMENT28@POLOKWANE.GOV.ZA

DIRECTORATE : BUDGET AND TREASURY

Business Unit: Budget & Treasury Office
Position: Deputy CFO
Salary: R 1 856 412.73 (Total Package per annum)
Reference: EXT/24/25/29

Requirements: Bachelor Degree in Accounting/Finance, or Economics and CPMD/MFMP or equivalent relevant qualification. Postgraduate qualification or Chartered Accountant (SA) and registration with recognised professional body. Five (5) years' experience at Local Government of which 2 years should be at management level. Valid driver's license. Excellent analytical, communication, strategic planning, decision-making and report writing skills. Conditions of employment within Local Government will be applicable. The ability to commission and operate financial systems.

Duties: Ensure implementation of GRAP standards. Prepare Annual Financial Statements. Be responsible for finance-related projects and programmes management. Ensure full compliance with applicable legislation, internal policies and procedures including review of VAT. Formulate and review internal financial policies. Assist the CFO in the management of BTO staff for AFS, audit and other legislative requirement. Assist the CFO in the exercise of his/her duties in terms of section 81 of the MFMA, 56 OF 2003. Assist the CFO in the management of Performance Management, Audit issues and Risk Management. Preparation and alignment of Budget with the IDP. Compilation and preparation of GRAP Compliant AFS. Assist in planning PPP and alternative funding programmes. Co-ordination of operational processes within BTO. Assist in the implementation of internal contracts. Management of finance-related projects and programmes.

EMAIL: RECRUITMENT29@POLOKWANE.GOV.ZA

Business Unit: Revenue and Customer Care
Position : Manager Revenue and Customer Care
Salary : R835 564
(basic salary per annum excluding benefits)

Estimated total package R1 411 864.38

Post Level : 01
Reference : EXT/24/25/30

Requirements: B. Com. Degree/Honours in Accounting or equivalent. No criminal record, 5-8 years' management experience with 03 of those years being Revenue Manager in Local Government, Knowledge of municipal systems. Computer literacy ability to work under pressure, good interpersonal skills, and accuracy when working with figures. Sound Municipal Finance Management knowledge including MFMA, GRAP, Treasury regulations, Rates Act, Municipal Systems Act. Must have a driver's license.

Duties: Management of Municipal billing. Management of Credit Control / Revenue Collection. Oversee compilation of periodic General Valuations and related processes. Staff Training and Development. Oversee municipal Banking processes. Oversee Provision of free basic services and free basic Alternative energy. Implementation of the Indigent policy. Resourcing section to improve operational efficiency. Provide support and input in compiling annual financial statements. Provide input in developing policies and by-laws for the section. Compile and monitor annual budget implementation. Build and maintain a customer service culture. Preparation of reports required in respect of the section. To perform Ad-hoc duties as may be required from time to time. Implementing the Rates Policy By-Law, train staff on the implementation of the policy and procedures, to ensure the successful implementation of the policy and procedures. Verifying that accounts are rendered in respect of Rates, Sewerage, Water, Electricity, Refuse and other miscellaneous charges through liaising with responsible Managers to ascertain if processing due dates are kept and taking corrective action if not. Identifies the short to medium-term objectives and priorities to the sections related with the revenue management functionalities comprising the Customer Care and Prepayment, Creditors Control and Debt Management, Consolidated Billing and Valuations and Rates.

EMAIL: RECRUITMENT30@POLOKWANE.GOV.ZA

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