



Thembisile Hani Local Municipality

Thembisile Hani Local Municipality invites suitably qualified applicants for the following vacant positions

PLANNING AND ECONOMIC DEVELOPMENT

Chief Town Planner

Work Station: Economic Development & Planning

Term of Office: Permanent

Salary: R 437,506 – R 567,911 pa. (Excluding benefits) Task Grade 13.1

Requirements: Grade 12, National Diploma/Degree in Town and regional planning/Urban Design or equivalent planning qualification, Registration as a professional planner in accordance with Planning Profession Act 32 of 2002, 5-8 years relevant Development Planning experience. Code EB driving license. Knowledge of relevant legislation and local government processes, good research, project management, planning and organising skills.

Key Responsibilities: Identifies, defines the immediate, short and long term objectives/plans of Development Planning; Land Reform and Local Economic Development, Manages key processes, applications and requirements related to Development plan, Integrated Development Frameworks and Spatial Development Framework, Manage development project management processes associated with the scoping, resourcing, implementation, monitoring, Disseminate strategic, functional and operational information on the immediate, short and long term objectives and, current developments, problems and constraints. Coordinating the preparation analysis and integration of land use management information and town planning scheme to enable synergy between developmental aims expectations and outcomes. Evaluating specific developmental projects, communicating with building inspectors on matters pertaining to investigations and enforcement. Conducting site investigations and observing, interviewing and recording outcomes, Coordinating and interpreting surveys and feasibility studies, Receiving and analysing objectives and appeals. Responding through the collection of factual information. Perform other duties assigned from time to time by seniors.

TECHNICAL SERVICE DEPARTMENT

Chief Accountant: PMU

Work Station: Technical Services (PMU)

Term of Office: Permanent

Salary: R 437,506 – R 567,911 pa. (Excluding benefits) Task Grade 13.1

Requirements: Grade 12, National Diploma/B.com with financial Accounting as a major, valid driver's licence, 5-8 year's relevant experience in which two years must be supervisory. Advance knowledge of Local government Legislations (MSA, MFMA)

Key responsibilities: Process expenditure transactions in accordance with laid down accounting procedures and practices. Prepare reports to internal and external use,

Contributes to the monitoring, design, review and implementation of internal controls, policies, procedures and systems. Ensuring that payments to suppliers are processed in accordance with agreed procedures. Maintain financial control to ensure that funds are properly accounted, Ensure that the correct ledger in line with segment enquiry as per MSCOA requirement for all capital projects are used. Recommend payments of contractors after proof of meeting contractual requirements are submitted. Ensure that databases of project beneficiaries are maintained. Analysis of income and expenditure, as well as capital and operating expenditure and availability of funds. Perform general administration to ensure the smooth running of the office and the completion of relevant functions. Financial reporting in terms of all applicable systems. Reporting internally and externally by means of formal and informal reporting, written and electronic correspondence, and telephonic, formal and informal meetings, working groups. Perform any other adhoc duties associated with the post.

Applications must be submitted on the prescribed application form obtainable from the HR Office/Municipal website: www.thembisilehanilm.gov.za. An application must include a comprehensive CV with at least three contactable references, certified copies of qualifications & ID document/card can be submitted to: The Municipal Manager: Thembisile Hani Local Municipality, Private Bag x 4041, Mpumalanga, 0458 or can be deposited at Thembisile Hani Local Municipality Stand No 24 Kwaggafontein C in a Marked Drop Box for vacancies. No faxed or e-mailed applications will be accepted.

Canvassing in respect of this positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful. The municipality reserves the right not to appoint and no correspondence will be entered into. Candidates must be willing to be subjected to background screening and/or security clearance process.

Thembisile Hani Municipality is an equal opportunity, affirmative Action Employer and all appointment made will be in accordance with the Employment Equity Act. Preference will be given to suitable qualified designated groups in accordance with the Municipality Employment Equity Plan.

CLOSING DATE: 28 December 2022 @ 15H30

For more information contact: Human Resources: Ms. NP Tjia (013) 986 9169.

NB: The municipality reserves the right not to make an appointment/s and no correspondence will be entered into.

DJD Mahlangu - Municipal Manager