



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

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**PLANNING AND ECONOMIC DEVELOPMENT SERVICES**

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**ASSISTANT MANAGER: PLANNING**

**Ref: THLM/P&ED/03**

**Work Station: Planning and Economic Development Services**

**Salary: R 598 578.00 per Annum (Excluding Benefits)**

**Task Grade 15.1**

**Requirements:** Grade 12, plus B-Tech or Bachelor's Degree in Development Studies/ Project Management, Urban Development or relevant field and computer literacy MS Office. 8 years or more relevant experience. Valid driver's license

**Competencies:** Organizational Awareness/Political Impact, Information Measuring and Monitoring, Planning and Organizing, Monitoring and reporting

**Key Responsibilities:** Manage and coordinate all processes relating to IDP and ensuring Municipal legislative compliance, identifies and defines the immediate short-term and long-term objectives/plans and controls associated with Integrated development planning. Implementing new developments and legislative imperatives supporting IDP development plan necessary to achieve acceptable levels and standards of service delivery to the relevant stakeholders for consideration and inclusion into the Municipality's short/ medium-term performance and service delivery plans. Preparing submissions/reports to specific portfolio committees for perusal and discussion. Plans and implements the formulation of specific policies and procedures associated with the IDP, in addition, perform other duties as assigned.

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**FINANCIAL SERVICES DEPARTMENT**

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**MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME: MFMIP X5 POSITIONS (Re-Advert)**

**Ref: THLM/FD/05**

**Applicants who previously applied should re-apply**

**Work Station: Financial Services Department**

**Term of Office: 36 Months Fixed Term Contracts**

**Remuneration: All-inclusive remuneration package of R 100 000.00 per annum (No benefits or allowances will be payable). Interns will be required to sign an employment contract and internship agreement.**

**Requirements: Grade 12/ Senior Certificate, Three-year Bachelor degree or National Diploma**

majoring in Accounting, Economics, Finance, Internal Auditing or Risk management. Candidate who previously participate in a programme will not be considered. The candidate must be between the ages 18 to 35.

**Key Responsibilities:** Analyse expenditure reports and manage budget and general administration. Monitoring budget and compare them with actual cost and revenue. Ensure development and maintenance of budgeting system. Assist with annual budget preparation by providing input on income. Control and manage Municipal Bank accounts and investment, Management and monitoring timeous payment of all creditors in accordance with contractual commitments, MFMA and applicable legislation, assist in preparation of annual Financial Statements and perform other duties as assigned.

## **TECHNICAL SERVICES DEPARTMENT**

**GENERAL ASSISTANT x 1**

**Ref: THLM/TS/13**

**Work Station: Technical Services Department**

**Salary: R 131 215 per Annum (Excluding Benefits)**

**Task Grade 4.1**

**Requirements:** Basic Literacy, 0-1 years' experience required

**Key responsibilities:** Undertakes specific activities associated with the sewerage drainage from domestic and business premises, by pumping and cleaning septic tanks as directed, Trouble shooting and repairing septic systems, plumbing and drain cleaning as needed.

Locate and dig up tanks when required. Cleans vehicle and attends to the storage and care of cleaning tools by removing and washing off debris from tools, containers and/ or vehicles, applying disinfectants and using pressurized cleaning systems (hand held hoses).

Placing and stacking tools in designated storage areas and/ or verbally reporting the condition/ status of tools to the immediate superior

**Candidates applying for these positions must meet the core-competencies as set out in the Local Government: Municipal Staff Regulation No. 45181 of 20 September 2021**

Applications must be submitted on the prescribed "**General application**" form obtainable from the HR Office/ Municipal website: [www.thembisilehanilm.gov.za](http://www.thembisilehanilm.gov.za). An application should include a comprehensive CV with at least three contactable references. Certified copies (not older than six months) of qualifications & ID document/card can be submitted to: The Municipal Manager: Thembisile Hani Local Municipality, Private Bag x 4041 Empumalanga 0458 or can be deposited at Thembisile Hani Local Municipality Stand No. 24 Mthombomuhle (Kwaggafontein C) in a Marked Drop Box for vacancies. No faxed or e-mailed applications will be accepted.

**Failure to fill and sign the prescribed application form will automatically disqualify the applicant.**

Thembisile Hani Local 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 Municipal Employment Equity Plan.

**CLOSING DATE: 23 November 2023 @ 16H00**

**Enquiries to Human Resources: Ms. N.P. Tjia or Ms. N.A Mfiso at 013 986 9169**

**NB:** Canvassing in respect of these 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 council 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.**

**Mr. D.J.D. Mahlangu  
Municipal Manager**