



Thembisile Hani Local Municipality

COPORATE SERVICES DEPARTMENT

Internal Memorandum

To	:	MUNICIPAL MANAGER
From	:	MANAGER CORPORATE SERVICES
Date	:	12 May 2023
Ref.	:	4/3/2/4
RE	:	ADVERTISEMENT

KINDLY TAKE NOTE THAT THE FOLLOWING POSITIONS WILL BE ADVERTISED INTERNAL/EXTERNAL

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

POLITICAL OFFICE

WARD COMMITTEE COORDINATOR Re-advert
Applicants who previously applied should re-apply.

Work Station: Political Office THLM/PO/01

Term of Office: fixed-term contract of employment linked to the term of office of the public office bearer.

NB: The duration of the fixed-term employment contract, may not be longer than 30 days after the public office bearer vacates office

Salary: R 278,813 – R 361,898 pa. (Excluding benefits) Task Grade 10.1

Requirements: Grade 12, Relevant National Diploma or equivalent qualification. 3 - 5 years relevant experience in community matters will serve as an added advantage. Valid driver's license.

Competencies: Planning and Organising, Oral and Written Communication.

Key Responsibilities: Develop a ward committee programme. Arrange induction/ training for newly elected committee members. Coordinate ward meetings; execute wards administrative functions, promoting municipal campaign, compile annual and quarterly reports, maintain database of project beneficiaries. Perform general administration to ensure the smooth running of the office and the completion of relevant functions

PLANNING AND ECONOMIC DEVELOPMENT

IDP COORDINATOR

Salary: R 265 789– R 344 994 pa. (Excluding benefits) **Task Grade 10.1**

Work Station: Planning & Economic Development THLM/PE&D/01

Requirements: Grade 12, and National Diploma/B Degree in Developmental Studies or equivalent qualification, 2-3 years' relevant experience. Knowledge of urban and rural development. Basic research, data analysis and report writing skills. Computer literacy. Communication and interpersonal skills. Valid driver's license.

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

Key Responsibilities: Coordinate and administer the development and implementation of IDP process plan, performance IDP review with stakeholders, monitor compliance in respect to the adopted reporting structure, Handle all queries related to IDP.

FINANCE DEPARTMENT

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME: MFMIP X5 POSITIONS

Work Station: Finance Department THLM/FD/02

Term of Office: 36 Months fixed terms contract

Remuneration: All-inclusive remuneration package of R120 000 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. Monitor 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

CHIEF ACCOUNTANT PMU: Re-advert
Applicants who previously applied should re-apply.

Work Station: Technical Services (PMU) THLM/TS/01

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, which includes 2 years of supervisory experience. Advance knowledge of Local government Legislations (MSA, MFMA)

Competencies: Oral Communication, Written Communication, Organizational Awareness, Problem Solving, Planning and Organizing.

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. Submit recommend payments of contractors

PROCESS CONTROLLER

Work Station: Technical Services (Water and Sanitation) THLM/TS/04

Term of Office: Permanent

Salary: R 219,941 – R 285,507 pa. (Excluding benefits) Task Grade 8.1

Requirements: Grade 12 or relevant post matric qualification preferably a NTC 3 in Water Treatment or Waste Water treatment; Trade related qualification: Operators certificate/ Wastewater Treatment practice (N3); and Code EB Driver's License. 1 - 2 years' relevant experience required. Registered as Class III process controller

Competencies: Oral Communication, Written Communication, Problem Solving, Decision making, planning and organizing.

Key Responsibilities: Responsible for valve operation to control and regulate water levels and flow to and from storage units. Testing of water samples, referring to specifications to determine deviation, reporting outcomes and implementing corrective measures. Regulate chemical levels; activate/ de-activate pumps to commence/ stop the movement of treated/ untreated wastewater. Report on plant conditions to Supervisor. Execute instructions to address deviations / disruption to process and mechanical operations. Log activities/ outcomes of process in registers, indicating time, incident, and action. Submit for verification and approval. Cleaning of inlet works and make daily meter readings. The KPA necessitate incumbent to be physically fit and work outside normal working hours during emergencies and planned overtime. Attends to procedural administration requirements, record keeping and reporting deadlines associated with the functionality. Coordinate, control and monitor all operational activities within a define shift period relevant to the operations of Water and Waste Water Treatment Works.

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

NB: Candidates shortlisted for positions involving hazardous condition will be required to provide fitness certificate upon appointment at their own cost.

Applications must be submitted on the prescribed “**General application**” form obtainable from the HR Office/Municipal website: www.thembisilehanilm.gov.za. An application should 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 Empumalanga 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.

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

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 Municipal Employment Equity Plan.

CLOSING DATE: 29 May 2023 @ 16H00

Enquiries to Human Resources: Tjia NP or Mfiso NA 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.



Ms.SA Nxumalo
Manager: Corporate Services

12/05/2023
Date



1A **Mr. DJD Mahlangu**
Municipal Manager

15-05-2023
Date