



Thembisile Hani Local Municipality invites suitably qualified applicants for the following vacant position(s)

FINANCIAL SERVICES DEPARTMENT

CHIEF ACCOUNTANT: SCM

Ref: THLM/FD/12

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 461,132.00 per Annum (Excluding Benefits)

Task Grade 13.1

Minimum requirements: Grade 12, A relevant 3-year Tertiary qualification, preferably in SCM/ Logistics / Procurement; Computer literacy: MS Office, Valid driver's license and 5-8 years relevant experience in supply chain management.

Competencies: Oral Communication, Written Communication, Organisational Awareness, Problem Solving, Planning and Organising, project management and financial process management

Key Performance Areas: Develop and implement supply management policies and plan, evaluate all procurement projects for soliciting/evaluation and awarding, ensure compliance and correct allocations of all transactions in line with the budget and mSCOA. Review vendor performance, manages procurement contingencies, provides guidance for alternative vendors or products to improve cost, quality and delivery ratios; Understands 'value chain' concepts and the principles of 'just in time' procurement; and manages a number of tenders and controls the timeframes and processes associated, Manages multiple projects to agreed standards, Take effective steps to prevent unauthorized/irregular/fruitless and wasteful expenditure, report any irregularities to SCM Manager.

CORPORATE SERVICES DEPARTMENT

CHIEF LEGAL OFFICER (RE-ADVERTISEMENT)

Ref: THLM/CS/19

Applicants who previously applied should re-apply

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 461, 132.00 per Annum (Excluding Benefits)

Task Grade 13.1

Requirements: Grade 12, A relevant 3-year tertiary qualification preferably a B-Degree in Law (LLB advantageous); and Computer literacy: MS Office, valid driving licence, 5-8 years relevant legal experience required.

Competencies: Written communication/drafting, litigation management, interpersonal relationships, resilience

Key responsibilities: Advise council and officials on legal issues. Draft policies and procedures within legal unit, provides legal advice and formal legal opinions to Council and its Committees, scrutinizing legislation, Reviewing and drafting legal instruments such as contracts and agreements and other legal documents. checking judicial decisions and communicating all findings to Council and all administrative tasks related to legal. Give inputs on the drafting of By-Laws. Monitor Government and Provincial Gazettes. Prepare outlines of instructions and briefs to attorneys and interact with instructed attorneys, analysing case documents, reporting matters to council etc, performs all legal related administrative tasks.

TECHNICAL SERVICES DEPARTMENT

GIS TECHNICIAN

Ref: THLM/TS/20

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 409,579.00 per Annum (Excluding Benefits)

Task Grade 12.1

Minimum Requirements: Relevant technical or professional tertiary qualification in GIS, Registration with SAGC as GIS Technician or Technologist (Registration optional), Computer literacy: MS Office, a valid driver's license, 5 - 8 years' relevant post qualifying experience required.

Competencies: Organisational Awareness, Problem Solving, Planning and Organising, Information Management, GIS Systems and Software, Spatial Analysis

Key Performance Areas: formulate GIS policy, create and implement GIS Standards on application and implementation of GIS Systems and processes, Facilitate the implementation, design and maintenance of the GIS systems and processes, Facilitate the implementation of spatial development framework (SDF), Designs and develops a database application, Manages databases design requirements for the GIS function. Performs life-cycle management of spatial data, Effective management of GIS resources.

SENIOR ARTISAN RETICULATION

Ref: THLM/TS/21

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 346,930.00 per Annum (Excluding Benefits)

Task Grade 11.1

Minimum requirements: Grade 12, Trade tested artisan certificate. 3-5 years post apprenticeship experience required, Valid driver's license.

Competencies: Managing Work, Workplace Safety, Service Delivery Orientation, Action Orientation

Key Performance Areas: conducting investigation and inspections of plant, network systems, pumps and pipes, maintain and control of water movement and distribution, repair pipe network, trouble shooting and problem-solving plant breakdowns, controlling and monitoring predictive and routine maintenance activities, Record keeping of matters relating to plant/pipe work infrastructure supervises maintenance team, compiling investigational reports and/or responses to correspondences and queries.

PLANNING AND ECONOMIC DEPARTMENT

IDP COORDINATOR (RE-ADVERTISEMENT)

Ref: THLM/P&ED/05

Applicants who previously applied should re-apply

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 293,869 pa. (Excluding benefits)

Task Grade 10.1

Requirements: Grade 12, National Diploma/B Degree in Developmental Studies, Project management, Urban development or Municipal administration, Computer literacy: MS Office. 3-5 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 Performance Areas: Coordinate and administer the development and implementation of IDP process plan, performance IDP review with stakeholders, Community Participation - Consultation with communities, ward committees, tourism sectors, business chambers and other stakeholders, monitor compliance in respect to the adopted reporting structure, handle all IDP related queries.

Community Participation - Consultation with communities, ward committees, tourism sectors, business chambers and other stakeholders

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 (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 in 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: 25 October 2024 @ 16H00

Enquiries to Human Resources: Ms. N.P. Tjia and/ or Ms. N.A. Mfiso through 013 986 9169 and/ or tjian@thembisilehanilm.gov.za and mfison@thembisilehanilm.gov.za respectively.

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**