



Thembisile Hani Local Municipality invites applications from suitably qualified candidates for the following vacant position(s):

NB: ALL BELOW POSITIONS ARE RE-ADVERTISEMENTS: Applicants who previously applied for the position/s are encouraged to re-apply.

CHAIRPERSON OF THE FINANCIAL MISCONDUCT BOARD

Ref: THLM-COUN-01

Suitable candidates are hereby invited to apply to serve as Chairperson of the Financial Misconduct Board of Thembisile Hani Local Municipality in terms of Chapter 2 of Municipal Regulation on Financial Misconduct procedures and Criminal proceedings on Local Government Municipal Finance Management Act No.56, Section 175 of 2003.

Term of Office: Three-year period, renewable at the discretion of the Council.

REMUNERATION OR INCENTIVES TO MEMBERS OF THE DISCIPLINARY BOARD

Any remuneration or fees that are due to members shall be in accordance with the standards set by the National Treasury.

Job Purpose: To ensure accountability and good governance within the municipality, particularly in handling allegations of financial impropriety.

Requirements: A relevant Diploma/Degree in Law, Financial Management, Accounting, Internal Auditing, Risk management and /or Forensic Auditing. Previous experience on a similar position will serve as an added advantage. Must possess strong and dynamic leadership skills; must have sound knowledge of legislation applicable to local government; analytical reasoning ability; good inter-personal and communication skills. Candidates will be subjected to security vetting.

Competencies: Strong and dynamic leadership skills; must have sound knowledge of legislation applicable to local government; analytical reasoning ability; good inter-personal and communication skills.

Key Responsibilities: To assist the council with investigations on allegations of financial misconduct and provide a report with clear recommendations on further steps to be taken regarding disciplinary proceedings, or any other related financial misconduct.

COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

SPORTS, RECREATION, CULTURE & FACILITIES MANAGER

Ref: THLM-CDS-02

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 666 705. 00 per Annum (Excluding Benefits)

Task Grade 15.1

Job Purpose: To manage and maintain municipal facilities and promote recreational activities.

Minimum requirements: Grade 12/Matric Certificate, tertiary qualification, preferably a Bachelor's degree relevant to Facilities Management / Horticulture, Recreation and Sports Management, Cultural Studies, Public Administration or related field, Computer literacy: MS Office, valid driver's license, 3 years or more relevant experience in recreational, sports activities and facility management.

Competencies: Managing Work, Planning and organizing and Workplace safety Problem Solving.

Key Performance Areas: Manage the delivery of sports, recreation, culture & facilities plans and programmes; Maintain project records (working papers, audit trails, evidence of signoffs by senior managers); ensure that high-priority work is accomplished within required timelines; ensure that all outsourced maintenance management activities are aligned with the maintenance management plan. Ensure efficient utilisation of municipal properties; develop maintenance plans specifying detailed activities, resources, responsibilities, timescales and risks for the attainment of facility management objectives. Manage all safety requirements as per regulations / legislation for the facilities under direct control; manage and oversee the promotion of sports, recreation and cultural activities.

COORDINATOR WASTE & ENVIRONMENTAL MANAGEMENT

Ref: THLM-CDS-01

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 327 316.00 per Annum (Excluding Benefits)

Task Grade 10.1

Job Purpose: Oversee and coordinate proper waste and environmental management programmes; ensure compliance with regulations.

Minimum requirements: Grade 12/Matric Certificate, National Diploma in Environmental Science/Natural Sciences or relevant qualification (NQF level 6), Computer Literate – MS Office, Valid driver's license, 3-5 years relevant related field of waste and environmental management which includes 2 years of supervisory experience.

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

Key Performance Areas: Promote sustainable development within waste and environmental policy, strategies, by-laws and monitor adherence to municipal regulations; coordinate and oversee proper waste and environmental management; support and provide professional guidance in relation to the key performance areas of the waste minimization functionality; investigate environmental incidents; identify root causes and recommend corrective action; conduct waste and environmental education and awareness campaigns. Support Environmental Planning/ Management in the municipality; provide environmental technical support to the municipality; advice the municipality on municipal mandates in line with different environmental legislations and their application. Support environmental capacity building initiatives for the municipality; support the assessment of municipal performance in relation to their environmental management mandate; support municipal planning process and forums/ structures; participate in the municipal planning processes such as the Integrated Development Planning (IDP), District Development Model (DDM) and ensure the integration of environmental priorities; support the implementation of departmental sector programs. Oversee waste management holistically.

HANDYMAN

Ref: THLM-CDS-03

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 229,333. 00 per Annum (Excluding Benefits)

Task Grade 7.1

Job Purpose: Performs tasks/ activities associated with repairs, maintenance and installation; assembles and disassembles equipment.

Minimum requirements: Minimum Grade 10, 1 year experience in equipment repairs and maintenance.

Competencies: Managing Work; Planning and organizing; Workplace safety Problem Solving.

Key Performance Areas: Performs manual functions such as digging, lifting, packing, cleaning and troubleshooting; performs routine maintenance work for municipal buildings such as fixing plumbing and electrical systems, reporting faults or malfunctions, storage and safekeeping of tools.

TECHNICAL SERVICES DEPARTMENT

HEAVY PLANT OPERATOR (Excavator Operator)

Ref: THLM-TS-04

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 290 715.00 per Annum (Excluding Benefits)

Task Grade 9.1

Job Purpose: Performs tasks/activities associated with driving, operating and manoeuvring heavy mechanical plant.

Minimum requirements: Basic literacy, driver's license code 14 (EC) plus proficiency certificate for self-propelled equipment; Minimum of 3 years relevant experience.

Competencies: Managing Work; Workplace Safety; Task Accountability; Quality Orientation and

Oral Communication.

Key Performance Areas: Perform general checks ahead of a driving trip, (e.g. tire pressure; current, valid registration sticker; windscreen; lights and horn are in good working order; body work and vehicle logbook); perform safety inspections; identify and report mechanical problems and perform preventative maintenance. Receive instructions from immediate supervisor to establish details of each task. Inspect safety devices, controls, lubricant levels on vehicles and report defects to the immediate supervisor. Driving and manoeuvring heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading, compacting and levelling sequences.

LIGHT DUTY OPERATOR (Tipper truck driver)

Ref: THLM-TS-02

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 258 202.00 per Annum (Excluding Benefits)

Task Grade 8.1

Job Purpose: Performs tasks/activities associated with transport support service for roads & storm water construction and maintenance.

Minimum requirements: Basic literacy; valid driver's license code 14 (EC) & valid (PrDP); Departmental proficiency test, Minimum of 2- 4 years' relevant experience.

Competencies: Managing Work; Workplace Safety; Task Accountability; Quality Orientation; Oral Communication.

Key Performance Areas: Inspecting safety devices, controls, lubricant levels, etc. on vehicles and reporting defects to the Superior. Transporting and tipping of road maintenance material. Removing of building rubble. Transporting and offloading of pothole fixing material – hot bitumen. Transporting workers and their equipment to places of work. Controlling the use of the truck allocated to the post. Acting in accordance with the Council's Transport Policy; having regard to the use and maintenance of the truck. Controlling the loading and offloading of material and equipment as directed by the Supervisor. Transporting material to/from specific locations and observing and/or participating in the loading/offloading sequences.

PROCESS CONTROLLER

Ref: THLM-TS-01

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 258 202.00 per Annum (Excluding Benefits)

Task Grade 8.1

Job Purpose: Monitor, operate and maintain the equipment and processes within a water/wastewater treatment plant.

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

Competencies: Oral Communication; Written Communication; Problem Solving; Decision making; Planning and Organizing.

Key Performance Areas: 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 the 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 making daily meter readings. Attending 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 Wastewater Treatment Works.

PUMP OPERATOR

Ref: THLM-TS-03

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 229 333.00 per Annum (Excluding Benefits)

Task Grade 7.1

Job Purpose: Attend to the wastewater pump stations through the application of specific operating procedures controlling pump station performance.

Minimum requirements: Grade 12 with mathematics and science, driver's license code (EB). 1-2 years' relevant experience.

Competencies: Planning and Organising; Workplace Safety; Service Delivery Orientation; Use of process specific Technology/Equipment; Action and Outcome orientation.

Key Performance Areas: Inspect pump stations to ensure standard outcomes; opening/closing valves to specific limits to control levels and regulate flow from/ to storage units. Communicating verbally with the immediate supervisor, transmitting information on plant conditions, performance and outcomes and/ or executing specific instructions to address deviations or disruption to process and mechanical operations. Logging specific activities/ outcomes associated with process in registers, indicating time, incident or occurrence and action, and forwarding updated records for verification and approval. Clearing and unblocking inlets, outlets, valves, filters and daily trimming shrubs/connections; removing debris using handheld tools (shovel, fork, etc.) and pressurized water systems to remove/ flush blockages.

FINANCIAL SERVICES DEPARTMENT

CHIEF FLEET OFFICER

Ref: THLM-FS-02

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 513 615. 00 per Annum (Excluding Benefits)

Task Grade 13.1

Job Purpose: Coordinates and controls the procedures, operations and critical outcomes associated with Fleet Maintenance.

Minimum requirements: Grade 12/Matric certificate; Computer Literacy: MS Office National Diploma in Fleet Management/ Transportation/ Logistics Management (NQF Level 6); Computer Literate – MS Office, Code EB Licence; 5-8 years' relevant experience, which includes 2 years of supervisory experience.

Competencies: Organizational Awareness; Problem Solving; Planning and Organizing, Accountability and Ethical Conduct.

Key Performance Areas: Implement fleet management policy, processes and procedures; Manage vehicle maintenance, inspections, and repairs ensuring compliance with safety standards. Oversee the day-to-day operations of the fleet; ensuring vehicles are available and operational when needed; Coordinating transport schedules; allocating resources, and handling vehicle assignments; Maintain accurate maintenance records for each vehicle within standard operating procedures (SOPs); Maintaining accurate records of vehicle usage, driver performance, and other related expenses. Maintain information on the tracking system.

TRANSPORT OFFICER

Ref: THLM-FS-01

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 327 316. 00 per Annum (Excluding Benefits)

Task Grade 10.1

Job Purpose: Supervising and efficiently controlling the administration of the Department's Transport fleet and mobile plant to ensure compliance with the Road Transport Act.

Minimum requirements: Grade 12 / Matric certificate; Computer Literacy: MS Office National Diploma in Fleet Management/ Transportation/ Logistics Management. (NQF Level 6). Code EB driver's license, Computer Literate – Office Applications, 3-5years' relevant experience, which includes 2 years of supervisory experience.

Competencies: Organizational Awareness; Problem Solving; Planning and Organizing; Accountability and Ethical Conduct.

Key Performance Areas: Develop and implement comprehensive fleet management strategies; develop and implement fleet management policy, processes and procedures; Plan and co- ordinate maintenance and repairs of the Council fleet; Coordinate the process of acquiring new vehicles, including specifications, procurement, and disposal of old or outdated vehicles; Oversee the day-to-day operations of the fleet, ensuring vehicles are available and operational when needed; Maintain accurate maintenance records for each vehicle within standard operating procedures (SOPs); Maintain information on the tracking system.

CORPORATE SERVICE DEPARTMENT

SENIOR HUMAN RESOURCES OFFICER EMPLOYEE BENEFITS

Ref: THLM-CS-01

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 513 615. 00 per Annum (Excluding Benefits)

Task Grade 13.1

Job Purpose: Administrate and implement all aspects related to the personnel benefit administration, aligning people's strategies with business objectives to drive organizational success.

Minimum requirements: Grade 12/Matric; A relevant 3-year tertiary qualification in Human Resources Management or related field; 5 - 8 years' relevant experience in Human Resources Management; Basic Computer Literacy: MS Word / Excel; Code EB driver's license.

Competencies: Organizational Awareness; Consulting; Problem Solving; Monitoring and Control; Negotiation Skills.

Key Performance Areas: Leave Administration - Handle all leave queries on the electronic self-service system; reconciliation of leave records. Monthly Leave reporting; Compliance with instructions/guidelines/legislation; accurately update data and other related information; Maintain proper records. Confirmation Of Employment - Handle telephonic confirmation of employment. Terminations - Process all types of service termination such as death, retirement, resignation, end of Contract etc. Administer and process all benefits such as medical aid, Pensions, UIF, and all related matters. Provide administration function to the unit. Provide information to Human Resources Related matters; Making available verified information to facilitate the compilation of reports for

submission on monthly and quarterly basis; handle any other Human Resources management matters when required.

PLANNING & ECONOMIC DEVELOPMENT SERVICES DEPARTMENT

ADMIN CLERK BUSINESS

Ref: THLM-P&ED-01

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 258 202.00 per Annum (Excluding Benefits)

Task Grade 8.1

Job Purpose: Perform specific clerical tasks and activities associated with providing administrative support to the license section.

Minimum requirements: Grade 12, Computer Literacy: MS Office; 1-year relevant experience.

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

Key Performance Areas: Receive, review and process business license applications and renewals; Verify supporting documentation and ensuring compliance with relevant legislations; Maintain accurate and up to date records in physical and digital formats; Respond to enquiries from businesses and the public regarding licensing requirements and procedures; Generate reports and correspondence related to business licensing; Assist in preparing notifications, compliance letters and renewal reminders; Liaise with internal departments and external agencies as required; Provide general administrative support relating to business licensing, including filling, data capturing and records management.

Applications must be submitted on the prescribed "**General application**" form obtainable from the Human Resources Office and /or Municipal website: www.thembisilehanilm.gov.za (All fields on the form must be completed). An application should be accompanied by a comprehensive CV with at least **three** contactable references. Certified copies (not older than six months) of qualifications & ID document/card must 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 correctly fill in and sign the prescribed application form will automatically render the application unsuccessful.

Candidates must be willing to be subjected to background screening and/or security clearance processes.

Thembisile Hani Municipality is an equal opportunity and Affirmative Action employer. All appointments will be made in accordance with the Employment Equity Act and the Municipal Employment Equity Plan.

CLOSING DATE: 27 August 2025 @ 16H00

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

NB: Canvassing for these positions by any applicant will result in disqualification. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, consider your application as unsuccessful.

The council reserves the right not to make any appointments, and no further correspondence will be issued.

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