

ADVERTISEMENTS: MUSINA LOCAL MUNICIPALITY

Musina Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its staff establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislation as Historically Disadvantaged South Africans, as well as people with disabilities, are encouraged to apply. All appointments will be made in accordance with the Local Government Municipal Systems Act, the Staff Regulations, the South African Local Government Bargaining Council (SALGBC) Collective Agreement, and municipal policies.

Position	Remunerations and Benefits	Minimum Requirements	Skills and Competencies	Key Performance
Manager ICT Post reference: Corp-ICT1	Post level 03 Basic Salary Notches: R833 527.96 - R1 042 103.39 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions. Travel/Vehicle Allowance as per applicable municipal policy (25% of Basic Salary)	a) B Tech / Degree in Information Technology or a relevant equivalent qualification. b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA). c) Valid Code B Driver's licence d) A valid identity document e) Clear criminal record f) Minimum of 5 years' experience, of which 3 years are in a supervisor role	- Excellent Communication and report-writing Skills - Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs - Problem-solving and interpersonal skills. - Excellent organizational and administrative skills. - Ability to work under pressure. - Understanding of the local government environment. - Strong client service and team focus	Manage ICT resources and ICT staff, and coordinate tasks/ activities associated with the provision of end-user support, including analysis, diagnosis, and resolution of software- and hardware-related problems, ensuring optimal and uninterrupted functionality of operating systems and applications within the municipality. Coordinates specific sequences associated with troubleshooting and problem-solving application problems and installs new software and/ or hardware. Provides support for the capabilities of application software, peripheral devices, connectivity, and/or the functionality of operating software and hardware devices. Analyses and provides recommendations about the information systems hardware/ software and/ or capacitates end-users on specific applications. Provides operational reports and manages stakeholder relationships.
Manager: Licensing and Testing Services Post reference: DLTC1	Post level 03 Basic Salary Notches: R833 527.96 - R1 042 103.39 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions c) Travel/Vehicle Allowance as per applicable municipal policy (25% of Basic Salary)	a) B Tech / Degree in Traffic/Licensing Management / Policing degree and Examiner of Driver's licences (Grade A) / Examiner of Motor Vehicle (Grade A) or E-Natis Supervisor Certificate or relevant equivalent qualification. b) Knowledge of the E-Natis system and registered as an E-Natis Officer. c) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) / Business Administration. d) Valid Code B driving licence e) A valid identity document f) Clear criminal record g) Minimum of 5 years of relevant experience, of which 3 years should be in a supervisory capacity	- Excellent Communication and report-writing Skills - Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs - Problem-solving and interpersonal skills. - Excellent organizational and administrative skills. - Ability to work under pressure. - Understanding of the local government environment.	Manage and control the provision of administrative licensing and testing services through the implementation of legislation, policies, procedures and systems. Ensure compliance with Traffic and Licensing legislation. Provide operational reports and manage stakeholder relationships.
Manager Expenditure Post reference: BTO-Exp1	Post level 03 Basic Salary Notches: R833 527.96 - R1 042 103.39 per annum <u>Applicable Benefits:</u>	a) B Tech / Degree in Accounting /Finance or relevant equivalent qualification b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) will be an added advantage.	- Excellent Communication and report-writing Skills - Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs - Problem-solving and interpersonal skills.	To manage the efficient payment of creditors by the Municipality within the allocated time frame per Financial Policies and Procedures, including procedures for the approval, authorization, withdrawal, and payment of funds. Expenditure Management Strategic Support to the Municipality.

ADVERTISEMENTS: MUSINA LOCAL MUNICIPALITY

Musina Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its staff establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislation as Historically Disadvantaged South Africans, as well as people with disabilities, are encouraged to apply. All appointments will be made in accordance with the Local Government Municipal Systems Act, the Staff Regulations, the South African Local Government Bargaining Council (SALGBC) Collective Agreement, and municipal policies.				
Position	Remunerations and Benefits	Minimum Requirements	Skills and Competencies	Key Performance
	a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions c) Travel/Vehicle Allowance as per applicable municipal policy (25% of Basic Salary)	c) Valid Code B Driver's Licence d) A valid identity document e) Clear criminal record f) Minimum of 5 years' experience, of which 3 years are in a supervisor role	- Excellent organizational and administrative skills. - Ability to work under pressure. - Understanding of the local government environment. - A strong team focus	Provide operational reports and manage stakeholder relationships.
Manager: Internal Audit Post reference: MM-IA1	Post level 03 Basic Salary Notches: R833 527.96 - R1 042 103.39 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions c) Travel/Vehicle Allowance as per applicable municipal policy (25% of Basic Salary)	a) B Tech / Degree in Internal Audit /Accounting or relevant equivalent qualification b) Registration with the Institute for Internal Auditors or a relevant equivalent qualification c) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA). d) Valid Code B Driver's Licence e) A valid identity document f) Clear criminal record g) Minimum of 5 years' experience, of which 3 years are in a supervisor role	- Excellent Communication and report-writing Skills - Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs - Problem-solving and interpersonal skills. - Excellent organizational and administrative skills. - Ability to work under pressure. - Understanding of the local government environment. - A strong team focus	To manage the internal audit processes and systems of the Municipality, create annual audit plans based on risk appraisals, identify, plan, facilitate, and implement the procurement of effective and efficient Internal Audit systems and tools. Research new developments in the audit field to determine strategic direction, formulate audit reports and recommendations to the Audit Committee. Advise the committee and other stakeholders on audit and operational issues. Provide operational reports and manage stakeholder relationships.
Manager Local Economic Development Post reference: EDP-LED1	Post level 03 Basic Salary Notches: R833 527.96 - R1 042 103.39 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions. c) Travel/Vehicle Allowance as per applicable municipal policy (25% of Basic Salary)	a) B Tech / Degree / Advanced diploma / NQF 7 in one of the following disciplines: i. Economic Development / Development Studies or ii. Agriculture or iii. Economics or iv. Tourism or v. Mining or vi. Commerce / Business Management with development focus b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) c) Valid Code B Driver's License d) A valid identity document e) Clear Criminal Record f) Minimum of 5 years' experience, of which 3 should be at a supervisory level	- Excellent Communication and report-writing Skills - Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs - Problem-solving and interpersonal skills. - Excellent organizational and administrative skills. - Ability to work under pressure. - Understanding of the local government environment.	Direct, organise and provide leadership in the realisation of Economic Development and growth functions and responsibilities from conception to completion. Including SMME development, informal Trade, Business retention and Expansion, Investment Attraction, Enterprise and Cooperation Capacity Building. Manage and implement an integrated Local Business Support strategy for creating an environment that would attract increased investments and sustainable Industrial Development and Competitiveness. Provide Local Community Development strategic support to the municipality. Coordinate and implement the Local Business Support strategy to ensure the economic development of the community. Establish, manage, and evaluate local business strategic investment initiatives and projects. Registration and licensing of SMMEs. Direct economic and Tourism planning activities for the Municipality's area in line with regional, provincial, and national activities. Provide operational reports and manage stakeholder relationships.

ADVERTISEMENTS: MUSINA LOCAL MUNICIPALITY

Musina Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its staff establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislation as Historically Disadvantaged South Africans, as well as people with disabilities, are encouraged to apply. All appointments will be made in accordance with the Local Government Municipal Systems Act, the Staff Regulations, the South African Local Government Bargaining Council (SALGBC) Collective Agreement, and municipal policies.

Position	Remunerations and Benefits	Minimum Requirements	Skills and Competencies	Key Performance
Skills Development Facilitator Post reference: Corp-HRM5	Post Level: 04 Basic Salary Notches: R 561 280.59 - R 651 389.00 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions c) Travel/Vehicle Allowance as per applicable municipal policy (25% of Basic Salary)	a) National Diploma in Human Resource Management or Human Resource Development / Training and Development / Business Administration / Management / ODTEP or relevant equivalent qualification. b) Skills Development Facilitator Certificate c) 5 years' relevant experience in training and development. d) Valid Code B Driver's licence. e) Computer literacy: MS Office. f) A valid identity document g) Clear criminal record	• Excellent Communication and report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus	Provide support in the provision of efficient and effective Human Resource Development (HRD) interventions per policy, procedure, and statutory requirements. Gather and provide information on the demographics and analyse the workforce profile in the preparation of the Employment Equity Plan. Identify positions and gaps to ensure that a succession plan is in place. Coordinate an Induction plan for new employees. Provide administrative support and reporting to relevant authorities. Conduct skills audit and training needs analysis. Compilation of the Workplace Skills Plan and Annual Training report annually. Administration of the Municipal Internal and External Bursary Scheme and regular reporting to the relevant committees. Provide operational reports and coordinate stakeholder relationships.
Senior Accountant Financial Statements Post reference: BTO-FS2	Post Level: 04 Basic Salary Notches: R561 280.59 - R651 389.00 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions	a) National Diploma Accounting or a relevant equivalent qualification. b) Computer literacy: MS Office. c) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) will be an added advantage. d) Valid Code B Driver's Licence e) A valid identity document f) Clear criminal record g) 5 years' relevant experience in a financial management/accounting environment/field.	• Excellent Communication • Understanding of the local government environment. • Strong client service and team focus, report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding	Provide support in the preparation of the Annual Financial Statements and external and internal financial reporting activities of Musina Local Municipality. Support the finance department in both external and internal financial reporting activities, applying knowledge of financial statements and disclosures, GRAP, internal reporting and analysis, and business processes to create accurate and meaningful deliverables. Reviews of data included in financial reports for clerical accuracy and completeness. Assists management reporting efforts in the preparation, analysis, and presentation of internal financial and non-financial measures. Prepare regular financial forecasts, financial projections, management reports, financial models, and various financial issues. Assist internal and external auditors in ensuring that all matters raised by the auditors in queries, management letters, and audit reports are addressed.
Senior Accountant, Supply Chain Management Post reference: BTO-SCM2	Post Level: 04 Basic Salary Notches: R561 280.59 - R651 389.00 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions	a) National Diploma in SCM / Logistics / Procurement / Accounting b) Computer literacy: MS Office. c) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) will be an added advantage. d) Valid Code B Driver's Licence e) A valid identity document f) Clear criminal record g) 5 years' relevant experience in a financial management/accounting/SCM environment/field.	• Excellent Communication and report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus	Procure goods and services for the Municipality in accordance with the Supply Chain Management (SCM) Policy and Supply Chain Management Regulations. Align needs analysis outcomes to budgetary provisions to establish and advise on costs versus allocations. Monitor inventory levels and initiate orders when minimum levels have been reached. Coordinate briefing sessions with service providers and forward documentation to relevant Committees for evaluation and adjudication.

ADVERTISEMENTS: MUSINA LOCAL MUNICIPALITY

Musina Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its staff establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislation as Historically Disadvantaged South Africans, as well as people with disabilities, are encouraged to apply. All appointments will be made in accordance with the Local Government Municipal Systems Act, the Staff Regulations, the South African Local Government Bargaining Council (SALGBC) Collective Agreement, and municipal policies.

Position	Remunerations and Benefits	Minimum Requirements	Skills and Competencies	Key Performance
Senior Risk Management Officer Post reference: MM-R2	Post Level: 04 Basic Salary Notches: R561 280.59 - R651 389.00 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions	a) National Diploma Internal Audit in Risk Management/Accounting/Internal Audit, or a relevant equivalent qualification. b) Computer literacy: MS Office. c) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) will be an added advantage. d) Valid Code B Driver's Licence e) Clear criminal record f) A valid identity document g) 5 years' relevant experience in a risk management environment/field.	• Excellent Communication and • Knowledge of the local government environment. • Strong client service and team focus, report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure.	Formulate and implement risk and security management policies and procedures. Identify the municipality's response to Strategic Risk and Security initiatives. Promulgate risk management policies, procedures, and instructions. Establish, maintain, and continuously improve risk management capabilities and act as a champion on risk-related initiatives. Facilitate enterprise-wide risk assessments and monitor priorities across the Municipality. Peruse contractual agreements and assess compliance with laid-down financial and procurement policies and procedures. Recommend risk management interventions and actions to management. Engage relevant stakeholders to intervene on issues identified and manage the risk register. Facilitate and advise departments in designing risk management.
Superintendent Electricity Post reference: Tech-EL4	Post Level: 5 Basic Salary Notches: R 527 671.21 – R 560 051.04 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions c) Travel/Vehicle Allowance as per applicable municipal policy (25% of Basic Salary)	a) Grade 12 or any equivalent qualification registered at National Qualifications Framework (NQF) Level 4 including but not limited to Amended Senior Certificate (ASC); National Certificate (Vocational) NC(V) Level and Accredited Occupational and FET Certificates evaluated by the South African Qualifications Authority (SAQA) as matching Grade 12/Matric Level 4". b) National Diploma / N 6 Electrical Engineering or relevant equivalent qualification. c) Trade certificate as an electrician d) Minimum of 3 – 5 years' relevant experience e) Valid Code B driving licence f) Computer literacy: MS Office g) A valid identity document h) Clear criminal record	• Excellent Communication and report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus	Supervise the operation, maintenance, and construction of high, medium, and low voltage power networks and all related electrical installations and equipment. Supervise the operation of electrical network systems, protection devices, equipment, streetlights, and service cables and installations. Supervise and undertake the specialized maintenance of electrical network systems. Supervise the construction and installation of new networks, substations, and transformers. Project Management: Implementation of capital projects - electrification, upgrades, new connections. Manage contractors and budgets. Supervise electricians, artisans, and standby teams. Rosters, training, performance Ensure OHS compliance, lock-out procedures, incident investigations, and COC's. Manage outages, complaints, and liaise with stakeholders. Generate registers, work plans, and monthly reports.
Town Planner Post reference: EDP-SP6	Post Level: 5 Basic Salary Notches: R 527 671.21 – R 560 051.04 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions.	a) B Degree in Town & Regional Planning / Urban Design or relevant equivalent qualification. b) Registration as a candidate planner SACPLAN / UDISA. c) Minimum of 2 – 5 years' relevant experience. d) Computer literacy: MS Office. Clear criminal record.	• Excellent Communication and report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure.	To execute all activities relating to town and regional planning to ensure orderly and sustainable development in the municipal region, to the benefit of its inhabitants. Apply the general planning principles as well as existing planning policy at the national, provincial, and local levels. Check compliance with the submitted applications. Provide advice to the public in terms of land development. Facilitate development within the municipality to ensure sustainability. Conduct site inspections to ensure compliance with the land use management scheme and spatial development framework and report to the Manager.

ADVERTISEMENTS: MUSINA LOCAL MUNICIPALITY

Musina Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its staff establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislation as Historically Disadvantaged South Africans, as well as people with disabilities, are encouraged to apply. All appointments will be made in accordance with the Local Government Municipal Systems Act, the Staff Regulations, the South African Local Government Bargaining Council (SALGBC) Collective Agreement, and municipal policies.

Position	Remunerations and Benefits	Minimum Requirements	Skills and Competencies	Key Performance
	c) Travel/Vehicle Allowance as per applicable municipal policy (25% of Basic Salary)	e) Valid Code B Driver's license. A valid identity document	- Understanding of the local government environment. - Excellent organizational and administrative skills. - Ability to work under pressure. - Understanding of the local government environment.	Town Planning. Monitor compliance with current land use and spatial development policies in relation to applications that are submitted. Provide technical support and advisory services to the Municipality. Provide support in validating that building plans comply with town planning regulations.
Accountant Financial Statements Post reference: BTO-FS3	Post Level: 5 Basic Salary Notches: R 527 671.21 – R 560 051.04 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions	a) National Diploma in Accounting or a relevant equivalent Qualification with financial accounting as a major subject. b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) will be an added advantage. c) Valid Code B Driver's Licence d) Computer literacy: MS Office e) Clear criminal record f) A valid identity document g) Minimum of 3 – 5 years' experience in the financial field	- Excellent Communication and report-writing Skills - Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs - Problem-solving and interpersonal skills. - Excellent organizational and administrative skills. - Ability to work under pressure. - Understanding of the local government environment. - Strong client service and team focus	Provide support in the preparation of the Annual Financial Statements and external and internal financial reporting activities of Musina Local Municipality. Support the finance department in both external and internal financial reporting activities, applying knowledge of financial statements and disclosures, GRAP, internal reporting and analysis, and business processes to create accurate and meaningful deliverables. Reviews of data included in financial reports for clerical accuracy and completeness. Assists management reporting efforts in the preparation, analysis, and presentation of internal financial and non-financial measures. Prepare regular financial forecasts, financial projections, management reports, financial models, and various financial issues. Assist internal and external auditors in ensuring that all matters raised by the auditors in queries, management letters, and audit reports are addressed.
Accountant Assets Post reference: BTO-Ass3	Post Level: 5 Basic Salary Notches: R 527 671.21 – R 560 051.04 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions	a) National Diploma in Accounting or a relevant equivalent Qualification with financial accounting as a major subject. b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) will be an added advantage. c) Valid Code B Driver's Licence d) Computer literacy: MS Office e) Clear criminal record f) A valid identity document g) Minimum of 3 -5 years' experience in the financial field	- Excellent Communication and report-writing Skills - Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs - Problem-solving and interpersonal skills. - Excellent organizational and administrative skills. - Ability to work under pressure. - Understanding of the local government environment. - Strong client service and team focus	Coordinate activities of asset management. Capture assets in terms of applicable legislation. Produce asset reports on assets captured. Monitor the distribution of goods purchased. Coordinate barcoding of goods purchased. Prepare monthly reconciliations on movable assets. Assess all assets and reassess the useful lives of the impaired assets. Perform unbundling of infrastructure assets as required by GRAP. Record completed projects in accordance with GRAP. Dispose of assets that are no longer in usable condition.
Accountant Expenditure Post reference: BTO-Exp3	Post Level: 5 Basic Salary Notches: R 527 671.21 – R 560 051.04 per annum <u>Applicable Benefits:</u>	a) National Diploma in Accounting or a relevant equivalent Qualification with financial accounting as a major subject. b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) will be an added advantage.	- Excellent Communication and report-writing Skills - Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs - Problem-solving and interpersonal skills.	Process timeous, cost-effective, and efficient payment processes to Municipal creditors in accordance with Financial Policies and Procedures. Maintain record-keeping and filing systems to ensure the completeness, validity, and accuracy of creditor payments.

ADVERTISEMENTS: MUSINA LOCAL MUNICIPALITY

Musina Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its staff establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislation as Historically Disadvantaged South Africans, as well as people with disabilities, are encouraged to apply. All appointments will be made in accordance with the Local Government Municipal Systems Act, the Staff Regulations, the South African Local Government Bargaining Council (SALGBC) Collective Agreement, and municipal policies.

Position	Remunerations and Benefits	Minimum Requirements	Skills and Competencies	Key Performance
	a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions	c) Valid Code B Driver's Licence d) Computer literacy: MS Office e) Clear criminal record f) A valid identity document g) Minimum of 3 - 5 years' experience in the financial field.	• Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus	
Accountant Revenue BTO-Rev3	Post Level: 5 Basic Salary Notches: R 527 671.21 – R 560 051.04 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions	a) National Diploma in Accounting or a relevant equivalent Qualification with financial accounting as a major subject. b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) will be an added advantage. c) Valid Code B Driver's Licence d) Computer literacy: MS Office e) Clear criminal record f) A valid identity document g) Minimum of 3 - 5 years' experience in the financial field.	• Excellent Communication and report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus	Establish and maintain effective administrative processes and procedures for billing amounts due to the Municipality. Monitor ledger and debtor control accounts to ensure accurate balances and reconciliations. Review variance reports to confirm that meter readings are correctly captured. Identify errors, including double payments, missed payments, calculation mistakes, and possible fraudulent transactions or theft. Provide customers with monthly consolidated accounts for municipal services rendered, in line with Section 102 of the Municipal Systems Act, Act 32 of 2000.
OHS and Wellness Practitioner Post reference: Corp-HRM4	Post Level: 06 Basic Salary Notches: R464 279.67 – R523 007.63 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions c) Travel/Vehicle Allowance as per applicable municipal policy (25% of Basic Salary)	a) National Diploma in Safety Management / Occupational Health and Safety or Social Work / Psychology / Human Resources Management / Public Administration / Industrial Psychology / Wellness Management or relevant equivalent qualification. b) SAMTRAC or NEBOSH Certificate c) Registration with SACPCMP / SACSSP / HPCSA / EAPA-SA or relevant professional body. d) Clear criminal record e) Minimum of 2 - 5 years of relevant experience f) Valid Code B Driver's license g) A valid identity document h) Computer Literacy	• Excellent Communication and report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • Strong client service and team focus • Individual + group counselling, crisis intervention, trauma debriefing • Report writing • Data analysis	Render Occupational Health and Safety (OHS) services to ensure compliance with provisions of the Occupational Health and Safety Act. Create a healthy work environment for all employees. Eliminate risk in the workplace. Address incidents and prevent future incidents. Monitor that contractors comply with the relevant legislation. Administer claims about injuries on duty. Produce reports on OHS activities and incidents. Render Employee Assistance. Establish EAP Structures with relevant role players. Absenteeism analysis and reporting. Facilitate wellness initiatives, campaigns, and training. Stakeholder management. Develop and implement Wellness Policies and procedures. Maintain confidential client records in line with EAPA-SA and POPIA. Submit quarterly reports on the wellness program's impact on service delivery.

ADVERTISEMENTS: MUSINA LOCAL MUNICIPALITY

Musina Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its staff establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislation as Historically Disadvantaged South Africans, as well as people with disabilities, are encouraged to apply. All appointments will be made in accordance with the Local Government Municipal Systems Act, the Staff Regulations, the South African Local Government Bargaining Council (SALGBC) Collective Agreement, and municipal policies.

Position	Remunerations and Benefits	Minimum Requirements	Skills and Competencies	Key Performance
Individual PMS Officer Post reference: Corp-HRM8	Post Level: 06 Basic Salary Notches: R464 279.67 – R523 007.63 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions	a) National Diploma in Public Administration or Human Resources Management or Monitoring and Evaluation, or Industrial Psychology or a relevant equivalent qualification b) Clear criminal record c) Computer literacy: MS Office d) Minimum of 2 – 5 years of relevant experience e) Valid Code B Driver's license f) A valid identity document	• Excellent Communication and report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment.	To coordinate the performance management system and processes across the Municipality to support the overall performance enhancement of individuals. Coordinate and provide advisory services with effect to the implementation of an effective Performance Management System capable of accurately establishing and measuring accomplishment and outcomes against key performance areas and indicators. Provides guidelines and information on the PMS system. Aligning requirements to support methodology. Applies methods and standards to determine specific requirements and dimensions. Coordinates specific procedures associated with the implementation and execution of Performance Management. Develop, produce, and review Monthly, quarterly, and annual performance management reports. Creating understanding and awareness.
Examiner of Motor Vehicle Post reference: ComS-VTS8	Post Level: 06 Basic Salary Notches: R464 279.67 – R523 007.63 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions	a) Grade 12 or any equivalent qualification registered at National Qualifications Framework (NQF) Level 4 including but not limited to Amended Senior Certificate (ASC); National Certificate (Vocational) NC(V) Level and Accredited Occupational and FET Certificates evaluated by the South African Qualifications Authority (SAQA) as matching Grade 12/Matric Level 4". b) Diploma Examiner of Motor Vehicles Grade A c) Clear criminal record' d) Computer literacy: MS Office e) Code EC & A Driver's License f) A valid identity document g) Minimum of 2 – 5 years of relevant experience	• Excellent Communication and • of the local government environment. • Strong client service and team focus, report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure.	Determining the mechanical roadworthiness of all codes of vehicles in accordance with Road Safety and Traffic legislation. Test vehicles for roadworthiness and operate the weighbridge to ensure safe vehicles on Public Roads by using the National Road Traffic Act 93/96. Check vehicles for roadworthiness and identify defects according to the National Road Traffic Act and Examiners Handbook 0047.
Senior Admin Officer (Traffic & Law Enforcement) Post reference: ComS-TLE45	Post Level: 06 Basic Salary Notches: R464 279.67 – R523 007.63 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund.	a) Grade 12 or any equivalent qualification registered at National Qualifications Framework (NQF) Level 4 including but not limited to Amended Senior Certificate (ASC); National Certificate (Vocational) NC(V) Level and Accredited Occupational and FET Certificates evaluated by the South African Qualifications Authority (SAQA) as matching Grade 12/Matric Level 4".	• Excellent Communication and • of the local government environment. • Strong client service and team focus, report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills.	Order all the books for law enforcement, e.g., sec 341, 56 warrants of arrest papers, notice before summons papers, impoundment books, and release for impoundment books. Print the warrant of arrest for all stations and send it to the Magistrate to be signed. Administration for all summonses, warrants, spot fines, representations, and admissions of guilt. Supervise admin staff and front office. Ensure effective filing, copying, and document control. Manage incoming/outgoing correspondence, minute taking, and maintain filing systems in line with applicable legislation and policy. Arrange meetings.

ADVERTISEMENTS: MUSINA LOCAL MUNICIPALITY

Musina Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its staff establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislation as Historically Disadvantaged South Africans, as well as people with disabilities, are encouraged to apply. All appointments will be made in accordance with the Local Government Municipal Systems Act, the Staff Regulations, the South African Local Government Bargaining Council (SALGBC) Collective Agreement, and municipal policies.

Position	Remunerations and Benefits	Minimum Requirements	Skills and Competencies	Key Performance
	b) Any Statutory employer contributions	b) National Diploma in Public Management or Public Administration or Administration or Business Management or a relevant equivalent c) Minimum of 2 – 5 years of relevant experience d) Computer literacy: MS Office e) Code B Driver's License f) No criminal record g) A valid identity document	- Excellent organizational and administrative skills. - Ability to work under pressure. - Understanding of the local government environment.	prepare agendas, and take minutes for management meetings and committees. Compile daily/weekly/monthly/quarterly/annual admin reports, statistics, and dashboards. Assist with requisitions, orders, petty cash, and monitor the office budget. Attend to public enquiries, complaints, and inter-departmental coordination.
Contract Management Officer Post reference: BTO-SCM5	Post Level: 06 Basic Salary Notches: R464 279.67 – R523 007.63 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions	a) National Diploma in Finance / Accounting / Public Finance / Administration / SCM / Commerce or Law or relevant equivalent qualifications b) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) will be an added advantage. c) Computer literacy: MS Office d) Valid Code B Driver's Licence e) Clear Criminal record f) A valid identity document g) Minimum of 2 – 5 years of relevant experience	- Excellent Communication and report-writing Skills - Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs - Problem-solving and interpersonal skills. - Excellent organizational and administrative skills. - Ability to work under pressure.	Administer supplier contracts in the procurement of goods and services. Check compliance with the departmental demand management plan and report deviations. Maintain record keeping of contracts and Service level agreements. Verify completeness of documentation, thereby ensuring adherence to compliance systems. Maintain and update the Central Supplier Database. Monitor the performance of suppliers in adherence to the terms of the contracts and delivery of specifications and report non-compliance. Participate in annual supplier evaluations. Produce reports on deviations, tenders awarded, purchase orders, and fruitless and wasteful expenditures. Liaise with auditors to provide information and documents about contract management.
Traffic Officer (4 vacancies) Post Reference: ComS-TLE9	Post Level: 8 Basic Salary Notches: R382 436.03 - R430 811.41 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund b) Any Statutory employer contributions Fund.	a) Grade 12 or any equivalent qualification registered at National Qualifications Framework (NQF) Level 4 including but not limited to Amended Senior Certificate (ASC); National Certificate (Vocational) NC(V) Level and Accredited Occupational and FET Certificates evaluated by the South African Qualifications Authority (SAQA) as matching Grade 12/Matric Level 4". b) Traffic Officer Diploma c) Code B Driver's licence d) 2 - 5 years' relevant experience within a law enforcement environment. e) A valid identity document f) Clear criminal record g) Physical fitness.	- Excellent Communication and report-writing Skills - Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs - Problem-solving and interpersonal skills. - Excellent organizational and administrative skills. - Ability to work under pressure. - Understanding of the local government environment.	Supports strategies that aim to build a municipality that reflects the community it serves. Respond to incident calls to attend to road incidents, including traffic bottlenecks, breakdowns, and accidents Carry out community policing in accordance with regulations and bylaws. Enforce the National Road Traffic Act 93 of 1996, the AARTO Act, and Municipal By-laws. Operate speed cameras, laser guns, and do speed traps. Check vehicles, conduct applicable tests, issue section 56 and 134 notices, summonses, and effect arrests. Attend to road accidents, preserve the scene, control traffic, take statements, and compile accident reports. Control traffic at busy intersections, schools, events, and during power outages. Perform escorts. Perform road safety education. Monitor public transport ranks and vehicles

ADVERTISEMENTS: MUSINA LOCAL MUNICIPALITY

Musina Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its staff establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislation as Historically Disadvantaged South Africans, as well as people with disabilities, are encouraged to apply. All appointments will be made in accordance with the Local Government Municipal Systems Act, the Staff Regulations, the South African Local Government Bargaining Council (SALGBC) Collective Agreement, and municipal policies.

Position	Remunerations and Benefits	Minimum Requirements	Skills and Competencies	Key Performance
				Prepare dockets, statements, and attend court as a witness. Complete occurrence books, accident registers, and daily activity reports. Execute the functions of a peace officer.
Artisan: Diesel Mechanic Post Reference: Tech FM93	Post Level: 8 Basic Salary Notches: R382 436.03 - R430 811.41 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund b) Any Statutory employer contributions.	a) Grade 11/N2 b) Trade Test certificate (Diesel Mechanic). c) Valid Code B Driver's License d) Clear Criminal Record e) 1-2 years of relevant experience f) A valid identity document	- Supervisory skills - Good interpersonal and communication skills - Ability to work independently - Good technical writing and calculating skills - Basic Planning Skills - Honest and reliable - Use your own initiative and be proactive - Proficient in the use of Basic Hand Tools - Must be able to lift heavy objects (5 – 50 kg)	Provide maintenance of plant, vehicle, and mechanical equipment. Discuss problems with car drivers or vehicle or plant operators to discover faults. Examine vehicles/plant and equipment to determine the extent of damage or malfunctions. Test drive vehicles and test components and systems, using equipment such as infrared engine analysers, compression gauges, and computerized diagnostic devices. Repair, reline, replace, and adjust brakes. Review work orders and discuss work with supervisors. Attend to hydraulic and mechanical breakdowns. Refer complicated breakdowns to the supervisor for outsourcing repairs. Check faults on vehicles and machinery. Strip off broken parts of vehicles and machinery and replace them with new parts.
Heavy Plant Operator (2 vacancies) Post Reference: Tech RS53	Post Level: 11 Basic Salary Notches: R255 985.26 - R284 103.91 per annum. <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/approved pension/retirement / provident fund. b) Any Statutory employer contributions ns.	a) Grade 10 b) Driver's Licence Code 14 (EC) c) Professional Drivers Permit (PrDP) d) Operators Certificate for Heavy machines / Plant e) Minimum 3 years' relevant experience f) A valid identity document g) Clear criminal record	- Communication skills - Writing Skills Grading - Grader techniques - Machine Control	Operating mechanical plant. Execute safe driving techniques. Plan travel routes. Adhere to traffic rules and regulations. Responsible for ensuring that the vehicle is always driven with the utmost care. Conduct a road-worthy inspection of vehicles before use. Identify and report vehicle defects. Report vehicle service requirements. Ensure that the official vehicle is regularly cleaned. Maintain vehicle logbook and submit inspection. Responsible for reporting any accidents, damages, or losses to the supervisor immediately.
Artisan Assistant (Fleet Maintenance) Post Reference: Tech- FM96	Post Level: 13 Basic Salary Notches: R208 660.75 – R231 792.74 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. Any Statutory employer contributions	a) Grade 10. b) Studying towards a trade certificate/apprenticeship in mechanical work or a minimum of three years working in a mechanical workshop c) One year's experience. d) Clear Criminal record e) A valid Identity document Code B Driver's licence	- Good Communication Skills - Basic computer literacy - Proficient in the use of Basic Hand Tools - Must be able to lift heavy objects (5 – 50 kg) - Teamwork - Numeracy	Collect, clean, and maintain hand tools/power tools, machines, and equipment. Carry working material to the site. Keep the workshop clean. Assist with repairs and fitting. Perform pipework and welding support. Grease machines, change oil, and check fluid levels. Assist with operating machines. Assist with servicing of vehicles and plant.
Service Workers: Parks and Recreation (11 Vacancies) Post reference: ComS-PR2	Post Level: 15 Basic Salary Notches: R160 455.45 – R183 463.15 per annum <u>Applicable Benefits:</u>	a) Grade 7 (Standard 5) b) Clear criminal record c) A valid identity document d) 0-1 Experience	- Ability to perform hard physical work in different and difficult environments. - Honest and reliable - Use your own initiative and be proactive - Healthy and physically fit - Must be able to lift heavy objects to 50 kg	Carry out gardening duties such as soil cultivation, digging, forking, mulching, watering, weeding, pruning, bed preparation, and planting. Carry out lawn maintenance and cultivation. Use and maintain hand tools and basic light machinery; use cylinder and rotary mowers, trimmers, and leaf blowers. Safekeeping of equipment and machinery; maintain cleanliness of the toolshed or storeroom. Keep the borders,

ADVERTISEMENTS: MUSINA LOCAL MUNICIPALITY

Musina Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its staff establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislation as Historically Disadvantaged South Africans, as well as people with disabilities, are encouraged to apply. All appointments will be made in accordance with the Local Government Municipal Systems Act, the Staff Regulations, the South African Local Government Bargaining Council (SALGBC) Collective Agreement, and municipal policies.

Position	Remunerations and Benefits	Minimum Requirements	Skills and Competencies	Key Performance
	a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund b) Any Statutory employer contributions			thoroughfares, and street footpath clear and free from litter always, Empty litter bins around designated Municipal sites Marking of the sports pitches, running tracks, and field events, preparing and maintaining plant rockeries, planting of trees, shrubs, vines, perennials, grass, Watering and irrigation of plants, performing seasonal landscape work including pruning, clean up, leaf removal, bulb planting, dividing and transplanting, and cleaning up litter in planting beds
Service Workers Environmental Management (11 Vacancies) Post reference: ComS-EM10	Post Level: 15 Basic Salary Notches: R160 455.45 – R183 463.15 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund b) Any Statutory employer contributions	a) Grade 7 (Standard 5) b) Clear criminal record c) A valid identity document d) 0-1 Experience	- Ability to perform hard physical work in different and difficult environments. - Honest and reliable - Use your own initiative and be proactive - Healthy and physically fit - Must be able to lift heavy objects to 50 kg	Walk, pick up, and load refuse bags into the refuse vehicles. Place clean litter bags on the premises. Clean spilled waste, sweep, gather, and insert into refuse bags, and load into refuse vehicles. Collect refuse from business premises, lifting mobile waste containers, or gathering and loading refuse bags into vehicles. Move refuse to create space and attend to the offloading of refuse from vehicles using hand-held tools at disposal sites. Remove and wash off debris from tools, containers, and/ or vehicles, applying disinfectants and using pressurized cleaning systems (hand-held hoses).
Service Workers Parks and Refuse (Solid Waste) (2 Vacancies) Post reference: ComS-PR3	Post Level: 15 Basic Salary Notches: R160 455.45 – R183 463.15 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund b) Any Statutory employer contributions	a) Grade 7 (Standard 5) b) Clear criminal record c) A valid identity document d) 0-1 Experience	- Ability to perform hard physical work in different and difficult environments. - Honest and reliable - Use your own initiative and be proactive - Healthy and physically fit - Must be able to lift heavy objects to 50 kg	Walk, pick up, and load refuse bags into the refuse vehicles, trucks, and Tractors. Collect refuse from business premises, lifting mobile waste containers, or gathering and loading refuse bags into vehicles. Move refuse to create space and attend to the offloading of refuse from vehicles using hand-held tools at disposal sites. Remove and wash off debris from tools, containers, and/ or vehicles, applying disinfectants and using pressurized cleaning systems (hand-held hoses).
Service Workers: Electricity (5 Vacancies) Post reference: Tech-EL20	Post Level: 15 Basic Salary Notches: R160 455.45 – R183 463.15 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund b) Any Statutory employer contributions	a) Grade 7 (Standard 5) b) Clear criminal record c) A valid identity document d) 0-1 Experience	- Ability to perform hard physical work in different and difficult environments. - Honest and reliable - Use your own initiative and be proactive - Healthy and physically fit - Must be able to lift heavy objects to 50 kg	Operating handheld equipment (Jackhammer, etc.) to cut through concrete/ tarred surfaces. Digging holes to install new cables/ recover old cables/ repair damaged cables. Laying cables and positioning supporting structures (poles), cleaning and tinning of conductors, binding and strapping, stripping of individual conductors. Attending to the erection and installation sequences of poles, cross arms, stays, lines, aerial transformers, switchgear, etc using handheld power tools to drill and mount junction boxes, brackets, cable trays, racks, etc and tighten screws and bolts. Terminating cables, wires, etc to junction boxes, connecting blocks, and/ or terminals, including soldering, fitting of lugs, and harnessing wires. Removing and replacing defective components and/ or attending to the stripping, cleaning, and

ADVERTISEMENTS: MUSINA LOCAL MUNICIPALITY

Musina Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its staff establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislation as Historically Disadvantaged South Africans, as well as people with disabilities, are encouraged to apply. All appointments will be made in accordance with the Local Government Municipal Systems Act, the Staff Regulations, the South African Local Government Bargaining Council (SALGBC) Collective Agreement, and municipal policies.

Position	Remunerations and Benefits	Minimum Requirements	Skills and Competencies	Key Performance
				jointing of overhead and underground cables and lines on isolated networks. Removing and replacing burnt-out bulbs and/ or damaged or missing cover plates protecting inspection points.
Service workers Civils (4 vacancies) Post reference: Tech-RS17	Post Level: 15 Basic Salary Notches: R160 455.45 – R183 463.15 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund b) Any Statutory employer contributions	a) Grade 7 (Standard 5) b) Clear criminal record c) A valid identity document d) 0-1 Experience	- Ability to perform hard physical work in different and difficult environments. - Honest and reliable - Use your own initiative and be proactive - Healthy and physically fit Must be able to lift heavy objects to 20 kg	Undertakes general labouring tasks during stormwater drainage, road repair, and maintenance. Clearing blocked drainage systems and attending to the general preparation of road works, stormwater, painting, carpentry, and brick laying. Cleaning and removing blockages, debris, and alien vegetation from drainage systems (manholes, pipes, canals, etc.) using handheld tools (e.g., cleaning rods, spade, etc.), clearing surfaces, opening and closing trenches as directed, supporting the Supervisor with the marking and mounting of signage on supporting structures. Placing stencil boards as a guide for lettering, using a straight-edged grinder for straight lines, numbering and marking in marked-out areas on road surfaces, and painting (with brush/roller) in the applicable lines and signage with the correct colour paint as instructed by the supervisor. Utilizing, where required, a road-marking machine, ensuring that the machine is cleaned and correctly calibrated by the supervisor
Cleaners Corporate Services (2 Vacancies) Corp-FMA11	Post Level: 15 Basic Salary Notches: R160 455.45 – R183 463.15 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund b) Any Statutory employer contributions	a) Grade 7 (Standard 5) b) Clear criminal record c) A valid identity document d) 0-1 Experience	- Ability to perform hard physical work in different and difficult environments. - Honest and reliable - Use your own initiative and be proactive - Healthy and physically fit Must be able to lift heavy objects up to 50 kg	Performs general cleaning tasks/duties of all Municipal offices and facilities. Keep the store properly packed and tidy. Cleaning of working tools, moving furniture. Loading and offloading of items. Perform kitchen and dining-related tasks and duties.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

- Applications must be made on the prescribed Musina Local Municipality Employment Form. A copy of the form can be obtained from the municipal website, i.e., www.musina.gov.za
- Applications must be addressed to the Acting Municipal Manager: Musina Local Municipality, Private Bag X 611; Musina, 0900, or hand-delivered at office number 47 (Records Office) at 21 Irwin Street, Musina. 0900
- Applications may also be submitted via email to **HR@musina.gov.za**. If applying by email, a separate application must be submitted for each position applied for. Each application must include the relevant supporting documents listed in paragraph 4 below and be submitted as a single, complete package.
- Applications for the vacancies must be accompanied by:
 - Wholly/fully completed relevant Musina Local Municipality Employment Application Form.
 - Comprehensive Curriculum Vitae.
 - Contactable references of previous employment. **(NB)**



ADVERTISEMENTS: MUSINA LOCAL MUNICIPALITY

- (d) Certified Copies of (Stamped as a certified copy for a period not exceeding 6 Months):
 - i. Identity Document/Passport.
 - ii. Work permit where applicable (non-RSA Citizens)
 - iii. Valid driver's license where applicable.
 - iv. Qualifications / Certificates.
- (e) Applicants must declare their criminal record status and all prescribed declarations.
- (f) Applications without the above will not be considered. Musina Local Municipality reserves the right to make or not make appointments.
- (g) If no response is received from the Musina Municipality within 90 days after the closing date, it must be regarded that your application was unsuccessful.
- (h) Correspondence regarding the advertised positions will be limited to shortlisted and successful candidates only.
- (i) Shortlisted candidates will be subjected to suitability checks, including but not limited to Security Background Checks, Citizenship/Nationality, Qualifications, Criminal Record, and Employment History.
- (j) By signing and submitting the application form, you are giving consent for the Screening and verification of the submitted information and documentation.
- (k) Applications received after the closing date and time will not be considered. Submission of fraudulent documentation and misrepresentation of the applicant's facts will immediately disqualify the applicant.
- (l) Direct or indirect canvassing for preferential treatment will result in automatic disqualification of the applicant.
- (m) Appointed candidates will be required to sign an Employment Contract, a Performance Agreement, and a Disclosure of Benefits and Interests. Inquiries on the above should be directed to the Human Resources Section at Tel: 015 534 6158/ 6148/ 6123

THE CLOSING DATE AND TIME OF THE APPLICATIONS IS: 23 October 2026

**PM Mudau
ACTING MUNICIPAL MANAGER**

NOTICE NUMBER: 15/2026-2027