



## FETAKGOMO TUBATSE LOCAL MUNICIPALITY

FETAKGOMO TUBATSE MUNICIPALITY SITUATED IN LIMPOPO PROVINCE WITHIN THE SEKHUKHUNE DISTRICT,  
INVITES APPLICATIONS FROM POTENTIAL CANDIDATES TO FILL THE FOLLOWING VACANT POSITIONS

### INTERNAL / EXTERNAL ADVERTISEMENT

#### ALL POSITIONS ARE PERMANENT UNLESS STATED OTHERWISE

**1. DEPARTMENT : BUDGET AND TREASURY DEPARTMENT**

**1.1. DIVISION : Supply Chain Management**

**1.1.1. Position : Senior SCM Officer**

**Reference No : BTD/25/26/08/01**

**Basic Salary : R 522,485.00 P/A**

#### **MINIMUM REQUIREMENTS:**

- Grade 12 Certificate
- Bachelor's Degree in Supply Chain Management/Accounting or equivalent
- Municipal Finance Management Programme
- 3 years related experience in supply chain management/procurement
- No criminal record
- A valid drivers' licence
- Knowledge of SCM Regulations and legislative prescripts

#### **KEY PERFORMANCE AREAS:**

- Monitor procurement of goods and services
- Coordinate Tender and Quotation processes
- Monitor compliance with Demand Management Plan
- Monitor supplier performance
- Administer municipal contracts with service providers

**1.1.3. Position : SCM Officers x 4**

**Reference No. : BTD/25/26/08/02**

**Basic Salary : R318,842.93 P/A**

#### **MINIMUM REQUIREMENTS:**

- Grade 12 Certificate
- National Diploma in Supply Chain Management/Logistics or equivalent
- 2 years' related experience in supply chain/procurement management
- No criminal record
- A valid drivers' licence
- Knowledge of SCM Regulations and legislative prescripts

**KEY PERFORMANCE AREAS:**

- Procurement of goods and services in accordance with the SCM Policy and Procedures
- Coordinate tender and quotations processes, and ensure compliance with procurement legislation
- Provide administrative support to procurement processes

**1.3. DIVISION : Revenue Management Division**  
**1.2.1. Position : Accountant Revenue**  
**Reference No. : BTD/25/26/08/03**  
**Basic Salary : R413,651.51 P/A**

**MINIMUM REQUIREMENTS:**

- Grade 12 Certificate
- National Diploma in Financial Information System/Accounting or equivalent
- 3 years' related experience in revenue management
- No criminal record

**KEY PERFORMANCE AREAS:**

- Prepare monthly billing for revenue collection
- Prepare debtors control journals
- Responsible for debtors' reconciliations

**1.3. DIVISION : Expenditure Management Division**  
**1.3.1. Position : Admin Clerk- Expenditure**  
**Reference No : BTD/25/26/08/04**  
**Basic Salary : R 242,994.53 P/A**

**MINIMUM REQUIREMENTS :**

- Grade 12 Certificate
- National Certificate in Financial Management /Accounting or equivalent
- Computer Literacy Certificate
- 1 year relevant experience

### **KEY PERFORMANCE AREAS :**

- Prepare creditor payments
- Capture data for payroll payments
- Administer petty cash payments

### **2. DEPARTMENT: MUNICIPAL MANAGER'S OFFICE**

**2.1.DIVISION :** Internal Audit  
**2.1.1. Position :** Internal Auditor  
**Reference No :** MM/25/26/08/01  
**Basic Salary :** R 413,651.51 P/A

### **MINIMUM REQUIREMENTS :**

- National Diploma in Internal Auditing/Accounting or equivalent
- 2 years relevant experience
- No criminal record

### **KEY PERFROMANCE AREAS**

- Implement internal audit strategies and policies
- Conduct operations relating to implementation of internal audit processes
- Internal audit project delivery
- Provide administrative support to the section

### **3. DEPARTMENT: CORPORATE AND SHARED SERVICES**

**3.1.DIVISION :** Human Resources Management, Training and Development  
**3.1.1. Position :** HRD Officer  
**Reference No :** CSS/25/26/08/01  
**Basic Salary :** R463,862.17 P/A

### **MINIMUM REQUIREMENTS:**

- Grade 12 Certificate
- National Diploma in HRD/Management of Training/Human Resources Management
- 2 years relevant experience

### **KEY PERFORMANCE AREAS**

- Coordinate development of Employment Equity operations
- Facilitate Training and Development programmes
- Coordinate induction engagements

- Conduct skills audit and analysis
- Administer bursary schemes for internal and external beneficiaries
- Compilation and submission of Workplace Skills Programme

**3.1.2. Position :** Admin Clerk HRD  
**Reference No :** CSS/25/26/08/02  
**Basic Salary :** R242,994.53 P/A

**MINIMUM REQUIREMENTS:**

- Grade 12 Certificate
- National Certificate in HRD or equivalent
- 1 year related experience
- Computer Literacy

**KEY PERFORMANCE AREAS**

- Provide Clerical support to the Training and Development Operations
- Provide support in meeting arrangements
- Provide general administrative duties
- File records within the subunit

**3.1.3. Position :** Employee Assistance Programmes' Officer (Readvertisement)  
**Reference No :** CSS/25/26/08/03  
**Basic Salary :** R413,651.51 P/A

**MINIMUM REQUIREMENTS**

- National Diploma in Human Resources/Social Work/Clinical Psychology/Psychology or equivalent
- Professional Registration with the Council for Social Work or Employees Assistance Professionals Association of South Africa/Health Professional Council of South Africa(HPCSA)
- Certified Employee Assistance Professional (CEAP)
- 2 years' experience in Employee Assistance Wellness development and implementation
- A valid drivers' Licence

**KEY PERFORMANCE AREAS:**

- Provide employees with support on wellness matters
- Identify and coordinate wellness activities across the Municipality
- Identify and coordinate wellness training and Workshops
- Coordinate implementation of Employee Assistance policies and programmes

**3.2. DIVISION : Fleet Management Division**  
**3.2.1. Position : Senior Fleet Officer (Readvertisement)**  
**Reference No. : CSS/25/26/08/04**  
**Basic Salary : R463,862.17 P/A**

**MINIMUM REQUIREMENTS:**

- Grade 12 Certificate
- National Certificate in Logistics/Accounting/Business Administration
- 3 year experience in Fleet administration of which one year in supervisory capacity

**KEY PERFORMANCE AREAS**

- Administer fleet management operations
- Monitor maintenance of municipal fleet
- Compile and review Fleet related reports
- Monitor contracts relating to fleet

**3.2.2. Position : Messengers/ Drivers x 4 (Readvertisement)**  
**Reference No : CSS/25/26/08/05**  
**Basic Salary : R 183,820.00 P/A**

**MINIMUM REQUIREMENTS**

- Grade 10
- Valid drivers license (Code 10)
- PDP
- 01 year driving experience

**KEY PERFORMANCE AREAS**

- Transportation of goods and passengers
- Motor vehicle maintenance
- Messenger services

**3.3. DIVISION : Office of the Mayor**  
**3.3.1. Position : Special Programmes Officer**  
**Reference No : CSS/25/26/08/06**  
**Basic Salary : R413,651.61 P/A**

**MINIMUM REQUIREMENTS:**

- Grade 12 Certificate
- National Diploma in Social Sciences or equivalent

- 2 years' related experience
- Computer Literacy

**KEY PERFORMANCE AREAS:**

- Implement projects relating to the Mayor's Special Programmes
- Facilitate planning and implementation of special programmes
- Coordinate community awareness and participation
- Provide administrative support to special focus committees

**3.3.2. Position :** Committee Secretary  
**Nature of employment :** Commensurate to the term of office of the current Mayor  
**Reference No :** CSS/25/26/08/07  
**Basic Salary :** R209,682.28 P/A

**MINIMUM REQUIREMENTS:**

- Grade 12 Certificate
- Secretarial Diploma or equivalent
- Computer Literacy

**KEY PERFORMANCE AREAS:**

- Provide Secretarial support to all the committees in the Mayor's office
- Arrange logistics relating to committee meetings

**4. DEPARTMENT : INFRASTRUCTURE DEVELOPMENT AND TECHNICAL SERVICES**

**4.1. DIVISION :** Mechanical Engineering  
**4.1.1. Position :** Plant Operator  
**Reference No :** IDTS/25/26/08/01  
**Remuneration :** R242,994.53 P/A

**MINIMUM REQUIREMENTS:**

- Grade 12 certificate
- A valid driver's licence
- PDP
- Plant Operator Certificate
- 1-year relevant experience

**KEY PERFORMANCE AREAS:**

- Operate municipal plant and vehicles.

**4.1.2. Position :** Project Management Technicians x 2 (Readvertisement)

**Reference No :** IDTS/25/26/08/01

**Basic Salary :** R413,651.51 P/A

**MINIMUM REQUIREMENTS**

- Grade 12
- National Diploma in Civil Engineering or equivalent
- Project Management Certificate will be an added advantage
- 2 years' related experience

**KEY PERFORMANCE AREAS :**

- Administers and Manages MIG Projects
- Administer expenditure relating to Projects
- Conduct project inspections

**5. DEPARTMENT : COMMUNITY DEVELOPMENT**

**5.1. DIVISION :** Social Services

**5.1.1. Position :** Manager Social Services

**Reference No :** COM/25/26/08/01

**Remuneration :** R651,649.05 P/A

**MINIMUM REQUIREMENTS:**

- Grade 12 certificate
- B Degree in Social Sciences/Social Work/Community Development or equivalent
- A valid drivers' licence
- 5 years relevant experience of which 3 years in supervisory role.

**KEY PERFORMANCE AREAS:**

- Manage and coordinate indigent services
- Manage integrated service provision through Thusong Service Centres
- Coordination of disaster management operations
- Provide management services to the libraries
- Provide strategic direction and financial management to the unit

**5.1.2 Position :** Mayoral Flagship Programme Learner – Library Services

**Reference No. :** COM/25/26/08/02

**Monthly Stipend : R5,000.00 per month**

**Duration : 24 months fixed-term contract**

**MINIMUM REQUIREMENTS:**

- National diploma in library and information science or equivalent qualification.
- Bachelor's degree in information science will be an added advantage.
- Knowledge of Batho Pele principles, Public Service Regulations, Policies and Procedures.
- Computer literate.
- Sound interpersonal relations and communication skills.
- Problem solving skills.
- Driver's license.

**KEY PERFORMANCE AREAS :**

- Manage day-to-day library operations.
- Market and promote library services.
- Classify and catalogue library materials.
- Render reference and information services.
- Inform users of special library collection.
- Display library materials during municipal events.
- Conduct orientation on library utilization.
- Perform any other library-related duty assigned by the authority.

**5.1.3. Position : Library Assistant**

**Reference No : COM/25/26/08/03**

**Basic Salary : R242,994.53 P/A**

**MINIMUM REQUIREMENTS**

- Grade 12
- Certificate in Library and Information Science
- Computer literacy
- 1 year related experience

**KEY PERFORMANCE AREAS**

- Monitor the use of library by the user
- Provide support to library users
- Prepare and maintain library materials
- Provide administrative support to the library



**5.1.4. Position : Sports, Arts and Culture Officer(Readvertisement)**  
**Reference No : COM/25/26/08/04**  
**Basic Salary : R 363,689.31 P/A**

**MINIMUM REQUIREMENTS**

- National Diploma in Sports Management or relevant qualification
- Computer Literacy
- Driver's License
- 2 years relevant experience

**KEY PERFORMANCE AREAS**

- Coordinate Sports, Arts and Culture Programmes
- Coordinate the use and maintenance of sporting facilities
- Facilitate Sports, Arts and Culture plan

**5.1.5. Position : Social Coordinator – Thusong Service Centre(Readvertisement)**  
**Reference No : COM/25/26/08/05**  
**Basic Salary : R 413,651.51 P/A**

**MINIMUM REQUIREMENTS**

- Grade 12 Certificate
- National Diploma in Community Development
- 2 years relevant experience

**KEY PERFORMANCE AREAS**

- Coordinate community service in the centre
- Coordinate centre operations
- Allotment coordination
- Performance management
- Staff Supervision

**5.2. DIVISION : Traffic and Law Enforcement**  
**5.2.1. Position : Traffic Superintendent x 2 (Readvertisement)**  
**Reference No : COM/25/26/08/06**  
**Basic Salary : R413,651.51 P/A**

**MINIMUM REQUIREMENTS**

- Grade 12
- Diploma in Traffic Management / Traffic Officer Diploma or equivalent
- No criminal record
- EC A Drivers License

- Supervisory skills
- Communication and negotiation skills
- Physically fit and healthy

#### **KEY PERFORMANCE AREAS**

- Execute traffic law enforcement operations
- Educate and train the public and staff on traffic law enforcement
- Develop a plan to educate the public about Road Safety and campaigns
- Perform traffic services by liaising with internal and external stakeholders
- Coordinate funerals, VIP escorts and marches on applications

**5.2.2 Position : Assistant Traffic superintendent**

**Reference No : COM/25/26/08/07**

**Basic Salary : R363,689.31 P/A**

#### **MINIMUM REQUIREMENTS**

- Grade 12
- ITMPO
- PDP
- Traffic Officer Diploma or equivalent
- No criminal record
- EC and A valid drivers' Licence
- Computer Literacy
- Interpersonal Skills
- 02 years relevant experience

#### **KEY PERFORMANCE AREAS:**

- Conduct daily parade/inspection
- Facilitation of traffic operations
- Conduct routine inspections
- Register complaints and conduct initial investigations
- Staff supervision

**5.2.3 Position : Data Capturer**

**Reference No : COM/25/26/08/08**

**Basic Salary : R242,994.53 P/A**

#### **MINIMUM REQUIREMENTS**

- Grade 12
- Computer Literacy
- 1 year related experience

#### **KEY PERFORMANCE AREAS:**

- Capturing traffic fines
- Provide cash receipt services to the traffic division
- Perform any other administrative tasks in the division

**5.2.4. Position : Traffic wardens x 10 (Readvertisement)**

**Reference No : COM/25/26/08/09**

**Basic Salary : R 242,994.53 P/A**

#### **MINIMUM REQUIREMENTS**

- Grade 12
- Valid drivers license
- No criminal record

#### **KEY PERFORMANCE AREAS**

- Controlling traffic flow and public safety
- Monitoring and enforcing compliance with traffic and public safety by-laws
- Conduct point duties and foot patrols
- Law enforcement, court duties and attend to vehicle accidents

**5.3. DIVISION : Licensing Division**

**5.3.1. Position : E-natis Clerk - DLTC's X 4 (Readvertisement)**

**Reference No : COM/25/26/08/10**

**Basic Salary : R 242,994.53 P/A**

#### **MINIMUM REQUIREMENTS**

- Grade 12
- Computer Literacy Certificate
- No Criminal Record
- 1 years relevant experience

#### **KEY PERFORMANCE AREAS**

- Processing vehicle and drivers licensing and registration applications on the E-Natis system
- Reconcile payments and cash deposit against transactional information/statements
- Enquiries/ correspondence and general information

**5.4. DIVISION :** Environment , Waste, Cemeteries and Recreational Facilities  
**5.4.1. Position :** General Worker - Waste Management x 15 (Readvertisement)  
**Reference No :** COM/25/26/08/11  
**Basic Salary :** R 146,636.55 P/A

**MINIMUM REQUIREMENTS**

- Grade 10
- Basic numeracy and literacy skills

**KEY PERFORMANCE AREAS**

- Litter collection and removal
- Tool and vehicle cleanliness

**6. DEPARTMENT : DEVELOPMENT PLANNING**

**6.1. DIVISION :** Property and Building Control  
**6.1.1. Position :** Manager Property and Building Control  
**Reference No :** DVP/25/26/08/01  
**Remuneration :** R741,704.46 P/A

**MINIMUM REQUIREMENTS:**

- Grade 12 certificate
- B Degree in Town Planning/Regional Planning/Building Science or equivalent or equivalent
- A valid drivers' license
- Registration with SACPLAN
- 5 years relevant experience of which 3 years in supervisory role.

**KEY PERFORMANCE AREAS:**

- Provide unit management function to the IDP processes
- Manage and oversee Building Plans processes and systems
- Manage Implementation of Building Constructions
- Manager Property Acquisition, Development, Disposal and Land acquisitions
- Develop and implement strategic and operational policies
- Provide technical support and advisory services to the Municipality
- Manage Unit risk, audit, compliance and reporting

**6.1.2. Position :** Property Officer (Readvertisement)  
**Reference No :** DVP/25/26/08/02  
**Basic Salary :** R 413,651.51 P/A

**MINIMUM REQUIREMENTS**

- National Diploma in Real Estate/Property Development/Management or relevant qualification
- A valid drivers license
- Registration with the relevant professional body will serve as an advantage
- 02 years relevant experience

#### **KEY PERFORMANCE AREAS**

- Land applications and management
- Legislation enforcement and compliance
- Information dissemination
- Advance provisions of strategic plans

**6.2. DIVISION : Spatial Planning and Land Use**

**6.2.1. Position : GIS Technician (Readvertisement)**

**Reference No : DVP/25/26/08/03**

**Basic Salary : R 363,689.31 P/A**

#### **MINIMUM REQUIREMENTS**

- National Diploma in GIS/ Computer Science or relevant qualification
- A valid drivers license
- 02 years relevant experience

#### **KEY PERFORMANCE AREAS**

- Provide GIS support services to the municipality
- Data collection and capturing services
- Perform system management operations for the section
- Staff supervision

Applications must be made on the prescribed Official Application form obtainable from any Municipal offices, municipal regional offices or Thusong Service centres or downloaded from the municipal website ([www.ftlm.gov.za](http://www.ftlm.gov.za)), and must be accompanied by a detailed CV, Certified copies of qualifications, academic records, certified ID copy and any other relevant supporting documents and addressed to the Acting Municipal Manager, Fetakgomo Tubatse Local Municipality, P.O Box 206, Burgersfort, 1150 / P.O Box 818, Apel, 0739 or Hand delivered to our Registry Offices at 1<sup>st</sup> Kastania Street Burgersfort, 1150 or Apel Regional offices at Ga-Nkwana or Steelpoort Regional Offices at Mapodile or Ohrigstad Regional Offices at Ohrigstad Town or Praktiseer Regional Offices at Praktiseer/Tubatse Township. **Closing date for submission is 15 August 2025 at 16H00. For further enquiries contact: HRMT&D Manager, Mosoma O.N, at 013 231 1000/079 438 8814 or Senior HR Officer, Phetla D.R, at 013 231 1000 / 079 498 1932 during working hours (07H30 – 16H00).**

The selection process will be influenced by the municipality's Employment Equity plan. **People living with disability are encouraged to apply.** Please note that correspondence will be limited to the

shortlisted candidates only. Applicants who have not been contacted within 2 months after the closing date should assume that their applications were unsuccessful. Fetakgomo Tubatse Local Municipality reserves the rights to make or not to make any appointment. **If you request someone to submit the application on your behalf, make sure the person writes on the submission register your particulars not his or hers, failing which will lead to disqualification of your submitted application.**

**NB! SUCCESSFUL CANDIDATE WILL BE SUBJECTED TO VETTING, QUALIFICATION VERIFICATION AND REFERENCE CHECK. FRAUDULENT QUALIFICATIONS OR DOCUMENTATION, CANVASSING FOR THE POSITION WILL IMMEDIATELY DISQUALIFY THE APPLICANT. NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED. CANDIDATES WHO APPLIED PREVIOUSLY FOR THE READVERTISED POSITIONS MUST REAPPLY IF STILL INTERESTED.**



Magooa R.M  
Acting Municipal Manager

2025/02/14

Date