



Tel: Administrative Office (053) 994 9400
Fax: Administrative Office (053) 994 3917
Tel: Political Office (053) 994 9600
Fax: Political Office (053) 994 9611
Website: www.gtlm.gov.za

Postal Address:
Private Bag X1048,
Taung Station, 8580

Physical Address:
Station Street,
Taung, 8580

Greater Taung Local Municipality is an equal opportunity organization, it currently has the following vacancies for dynamic, creative and developmental goal-oriented people to apply for the following positions:

EXTERNAL ADVERTISEMENT

Please note: Greater Taung Local Municipality is committed to the achievement and maintenance of its employment equity plan, preference maybe given to women, minorities and people with disability. All appointments are done in line with the EE Plan and Recruitment and selection policy of the Municipality.

Please note that the preferred candidates in the said positions will be vetted before the commencement of duties. By applying for this position, the potential candidates agree in background vetting being performed.

Note: THIS IS AN EXTERNAL ADVERTISEMENT, INTERNAL CANDIDATES (EMPLOYEES) MAY ALSO APPLY

DIRECTORATE: SPATIAL PLANNING AND HUMAN SETTLEMENTS

POSITION : LED COORDINATOR (Local Economic Development)

Ref no :HS/007

SALARY : R 326 364. per annum (Task grade 11)

BENEFITS: Applicable to a grade 3 Municipality

MINIMUM REQUIREMENTS:

- Grade 12
- NQF Level 6 in Business Admin or Management/Economic Developmental Studies or relevant equivalent qualification.
- 2-3 years relevant experience in a Local Economic Development field
- LED analysis
- Ability to liaise with various stakeholders at all levels
- A valid Code 8 driver's licence



Continuation Page

- Computer literacy
- Report writing skill
- Problem writing skill

KEY RESPONSIBILITIES but not limited to:

- Coordinate enterprise development initiatives as outlined in the LED strategy
- Promote conducive environment for SMMEs operating within the Municipal Business Infrastructure.
- Coordinate LED forums meetings
- Support Community Based Projects, NGO's and NPO's
- Provide administration support in the LED Unit
- Evaluate new and previously funded projects to determine viability and functionality

POSITION : COORDINATOR: AGRICULTURE AND FRESH PRODUCE MARKET

Ref no : HS/009

SALARY : R 326 364. per annum (Task grade 11)

BENEFITS: Applicable to a grade 3 Municipality

MINIMUM REQUIREMENTS:

- Grade 12
- NQF Level 6 qualification in Agriculture/Economics or relevant equivalent.
- 2-3 years' experience.
- Valid Code EB driver's license.
- Thorough knowledge of Local Economic Development planning and Local Government Sector processes.
- Sound knowledge of research and analytical theories and practices.
- Excellent communication skills.
- Excellent, report writing and presentation skills.
- Computer literacy

KEY RESPONSIBILITIES but not limited to:

- Coordinate meetings with structures related to Rural and Commercial Agricultural groups, SMME's, Cooperatives initiatives.
- Develop and Administer Rural and Agriculture Information Centre.
- Support the community-based projects



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- Identifies and defines the immediate, short- and long-term objectives/ plans and controls associated with Agricultural development and related activities in the Municipality.
- Assisting local farmers with business needs, primarily business plans, market development and providing advice related to financing, budgeting, marketing, technology development and commercialization.
- Capacitating project beneficiaries and encouraging maximum participation on business entrepreneurship programs.
- Convening meetings of emerging farmers in consultation with the Superiors

DIRECTORATE: INFRASTRUCTURE

POSITION : TIPPER TRUCK DRIVER X1

Ref no : PLO/004

SALARY : R160 244. per annum (Task grade 6)

BENEFITS: Applicable to a grade 3 Municipality

MINIMUM REQUIREMENTS:

- Grade 10
- Valid driver's license (Code C1)
- Valid PDP
- 1-2 years relevant experience

KEY RESPONSIBILITIES but not limited to:

- Implements/ performs tasks/ activities associated with the transportation of material/ equipment to worksite
 - Conduct routine maintenance on the Tipper Truck and report defects.
 - Ensure cleanliness of the Tipper Truck and adhere to the OHS Act.
 - Render administrative related functions on the operation of Tipper truck services to the Municipality
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Continuation Page

POSITION : WATER TRUCK DRIVER X1

Ref no : PLO/005

SALARY : R160 244. per annum (Task grade 6)

BENEFITS: Applicable to a grade 3 Municipality

MINIMUM REQUIREMENTS:

- Grade 10
- Valid driver's license (Code C1)
- Valid PDP
- 1-2 years relevant experience

KEY RESPONSIBILITIES but not limited to:

- Implements/ performs tasks/ activities associated with the transportation of material/ equipment to worksite
- Conduct routine maintenance on the Water Truck and report defects.
- Ensure cleanliness of the Water Truck and adhere to the OHS Act.
- Render administrative related functions on the operation of Water Truck services to the Municipality

DIRECTORATE: FINANCE

POSITION : MANAGER-EXPENDITURE

Ref no : FIN/EX/001

SALARY : R 634 008. per annum (Task grade 16)

BENEFITS: Applicable to a grade 3 Municipality

MINIMUM REQUIREMENTS:

- Grade 12
- NQF Level 7 qualification or BCom Degree in Financial Accounting/ Cost Accounting or any equivalent finance related qualification.
- Certificate in CPMD/MFMP compulsory.



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- Completed articles will be an added advantage.
- Computer literacy
- 3-5 years' experience
- Own transport
- A valid driver's licence.
- Computer literacy
- Good Management skills
- Problem solving and report writing skills.

Knowledge and skills required:

- Knowledge of finance related legislations and regulations.

KEY RESPONSIBILITIES but not limited to:

- Management of the Expenditure Unit
- Preparing and presenting reports detailing the status of expenditure and availability of funds for current and short-term payments.
- Coordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance.
- Monitoring transactional sequences associated with expenditure for capital and adhoc projects, programmes and approving transactional financial reports on projects prior to release for management perusal and comments.
- Controlling the updating and recording sequences of transactions in the suspense account of the main ledger and assisting in preparation of annual financial statements.
- Effectively maintain the Municipality's trial balances and general ledger thereby ensuring that all accounts balances are correctly stated at all times.
- Management of investments, insurances and third party payments



Continuation Page

POSITION : MANAGER-SUPPLY CHAIN MANAGEMENT

Ref no : FIN/SC/001

SALARY : R 634 008. per annum (Task grade 16)

BENEFITS: Applicable to a grade 3 Municipality

MINIMUM REQUIREMENTS:

- Grade 12
- NQF Level 7 qualification or BCom Degree in Financial Accounting/ Cost Accounting or any equivalent finance related qualification.
- Certificate in CPMD/MFMP compulsory.
- Completed articles will be an added advantage.
- Computer literacy
- 3-5 years' experience
- Own transport
- A valid driver's licence.
- Computer literacy
- Good Management skills
- Problem solving and report writing skills.

Knowledge and skills required:

- Thorough knowledge of Supply Chain Management Systems and Regulations applicable to the Local Government Sector;
- Strong negotiation, planning and organizing skills.
- Report writing and presentation skills;
- Ability to work under pressure;
- High level Computer Literacy – Office applications with Advanced Excel;



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KEY RESPONSIBILITIES but not limited to:

- Oversee the implementation of supply chain management processes in the Municipality.
- Managing the Supplier database through identifying, evaluating and managing the number and quality of suppliers to meet business needs.
- identifying the sources which are key to the municipality in financial, operational and strategic terms; maintaining supplier data (e.g. capability, performance, contacts) in the appropriate information systems;
- Evaluating and assessing supply chain performance, compiling and interpreting management reports and managing risks and corruption prevention
- Formulating capital and operating budgets for the department taking into account performance requirements and resources allocations/constraints to ensure, optimal utilization of available funds.
- Implementation of MFMA and its relevant regulations.

DIRECTORATE: MUNICIPAL MANAGER'S OFFICE**POSITION : MANAGER IN THE OFFICE OF MUNICIPAL MANAGER****Ref no : MM/002****SALARY : R 634 008. per annum (Task grade 16)****Term : linked to the term of Municipal Manager****BENEFITS: Applicable to a grade 3 Municipality****MINIMUM REQUIREMENTS:**

- Grade 12
- NQF Level 7 qualification in Public Management/Administration or relevant equivalent.
- 3-5 years' relevant experience
- Own transport
- A valid driver's licence.



Continuation Page

- Computer literacy
- Good Management skills
- Problem solving and report writing skills.

Knowledge and skills required:

- Strong negotiation, planning and organizing skills;
- Report writing and presentation skills;

KEY RESPONSIBILITIES but not limited to:

- Oversee activities associated with overall planning and coordination of work in the Office of Municipal Manager.
- Manage the office of the Municipal Manager
- Provide Logistical support to the Municipal Manager
- Provide support to other Directorates

POSITION : SECRETARY IN THE OFFICE OF MUNICIPAL MANAGER

Ref no : MM/001

SALARY : R276 456. per annum (Task grade 10)

Term : Linked to the term of Municipal Manager

BENEFITS: Applicable to a grade 3 Municipality

MINIMUM REQUIREMENTS:

- Grade 12
- NQF Level 6 qualification in office administration / secretary or equivalent qualifications.
- Computer literacy

KEY RESPONSIBILITIES but not limited to:

- Provide secretarial support services to the Department.
- Supporting Departments by performing numerous duties including writing of correspondences, emailing and handling customers/ visitors.
- Managing diary of the Municipal Manager



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- Scrutinizes documents to determine action / information required.
 - Effective records keeping for safe-guarding and easy retrieval of information.
 - Effective provision of goods and services for the smooth running of the office.
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POSITION : PERFORMANCE MANAGEMENT SYSTEM MANAGER

Ref no : PMS/001

SALARY : R 634 008. per annum (Task grade 16)

Term : Permanent

BENEFITS: Applicable to a grade 3 Municipality

MINIMUM REQUIREMENTS:

- Grade 12
- NQF Level 7 qualification in Public Management/Administration or relevant equivalent.
- 3-5 years' relevant experience
- Own transport
- A valid driver's licence.
- Computer literacy
- Good Management skills, problem solving and report writing skills.

KEY RESPONSIBILITIES but not limited to:

- Establish mechanism to monitor and review the performance management system of the municipality:
 - Oversee the development and implementation of a municipal performance monitoring, evaluation and reporting system for the municipality.
 - Coordinate the Integrated Development and Performance Planning and Reporting Process
 - Ensure compliance with the performance management system framework.
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Continuation Page

DIRECTORATE: CORPORATE SERVICES

POSITION : LEGAL PRACTITIONER

Ref no : LS/002

SALARY : R 448 424. per annum (Task grade 14)

BENEFITS: Applicable to a grade 3 Municipality

MINIMUM REQUIREMENTS:

- Grade 12
- B Degree in Law (LLB advantageous)
- 2-3 years' relevant experience
- A valid driver's licence.
- Computer literacy

Knowledge and skills required:

- Ability to appear in Court to represent Council;
- Thorough research skill

KEY RESPONSIBILITIES but not limited to:

- Provide Legal Advice and Guidance to the Council, Speaker, Mayor and Municipal Manager
- Manage Litigations for and against Municipality.
- Provide legal advice in the formulation of by-laws, policies and procedures to ensure that the municipality complies with all relevant legislation as well as its Constitutional mandate
- General Administrative duties to assist the Manager Legal Services

Interested people should submit fully completed application form accompanied by the CV's, certified copy of certificates, identity documents and driver's license. A regulated application form can be requested from baijangk@gtlm.gov.za / kunenen@gtlm.gov.za or seshupom@gtlm.gov.za. The form can also be obtained from the website: www.gtlm.gov.za



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Applications can be sent through to recruitment@gtlm.gov.za / Courier or hand delivery to the following address: Greater Taung Local Municipality, Administration Offices, Main Street, Taung Station 8580. For attention: The Human Resource Manager.

CLOSING DATE: 13 DECEMBER 2024 AT 12:00 Noon. No late applications will be accepted

Should you not receive a response within three months (3) of the closing date, please consider your application as unsuccessful.

For submission and enquiries contact **Ms Keamogetse Baijang** at **053 994 9400/079 339 7726** during working hours.

Canvassing and lobbying will automatically disqualify the applicant. Fraudulent qualifications and or documents will immediately disqualify any applicant. The candidate shall be placed/stationed at Taung Municipal Administration Office.

The Municipality reserves its rights to appoint and or not to appoint.

Mr M.A MAKUAPANE