



VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

INTERNAL & EXTERNAL ADVERTS

Publication Date: 02 June 2025

Closing Date and Time: Friday 20 June 2025 at 10:00 am

The Victor Khanye Local Municipality as an equal opportunity employer is committed to achieving equity in employment in respect of disability, race and gender as envisaged in the Employment Equity Plan of this municipality.

N.B. Women and people with disability are encouraged to apply.

The principle of recognition of prior learning being amongst other having relevant experience and complying with a required competency level is subject to the submission of a certificate issued by the relevant Seta herein practiced by this municipality.

N.B: APPLICATIONS are hereby invited from suitably qualified candidates that conform to the qualifications and requirements as stated in the recruitment advert here under to apply for the under mentioned positions:

1. SOCIAL SERVICES	
REF NO:	ASMT01/06/2025
DIRECTORATE	SOCIAL SERVICES:SPECIAL PROGRAMMES
POSITION	ASSISTANT MANAGER:SPECIAL PROGRAMMES AND SPORTS MANAGEMENT
PERIOD OF EMPLOYMENT	PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS
SALARY AND BENEFITS	➤ T13 N1 R37 573.00 p.m ➤ 650 km Travelling Allowance ➤ Housing subsidy ➤ Medical Aid Subsidy ➤ Group Life Insurance
QUALIFICATIONS AND REQUIREMENTS	➤ Grade 12; ➤ Relevant 3 year tertiary qualification preferably a B-Degree with a Certificate in Social Auxiliary Work as an advantage; and ➤ Computer Literacy: MS Office ➤ Minimum of 5-8 Years Relevant Experience ➤ Code B Drivers Licence
KEY PERFORMANCE AREAS	➤ Manage and Advocate for the Development of sports, geographical name change, gender, disability, HIV/AIDS, the aged, women and children issues. ➤ Management of all municipal sporting facilities and making sure that they are maintained and complies with the regulated standards

	➤ Ensure that gender mainstreaming in the municipal planning programme is realised ➤ Community development in sporting activities and engagement with sporting role players ➤ Do research and develop policies for all programmes listed above ➤ Planning and coordinating special programmes and sporting events ➤ Ensure compliance with municipal and other relevant legislations ➤ Ensure that budget is utilised efficiently and exercise budgetary controls ➤ Manages the policy and procedural requirements associated with implementation of relevant Special Programs by: ➤ Developing, formulating and implementation of policies, procedures, systems and controls related to the designated sector groups through receiving, updating and recording of information and activities associated with the functionality. ➤ Attending to the effectiveness of policies and procedures through the interaction and involvement of relevant role players, including the facilitation of policies for designated groups for implementation of the Transversal objectives ➤ Monitoring the integration of the Transversal objectives for compliance with National Policy framework through the establishment of an Equity Committee, making available Transversal Policies (including Provincial and National policy framework) to stakeholders, and compiling progress reports for submission to Council. ➤ Lobbying and Advocacy for prioritization of sector interests through the identification of critical areas requiring lobbying and advocacy work, verifying that all community based programs meet the required quotas in terms of sector involvement, participating in public hearings for Government Policies and Bills, and organizing networking with other relevant organizations to enhance development. ➤ Analysing reports on expenditure and cash flow predictions on programs in conjunction with the approved budget and taking the necessary corrective measures on deviations identified. ➤ Managing the implementation of funding policies for Youth, Disabled, Children, Elderly, Women, Sports, Arts and Culture by establishing and monitoring fund raising committees. In order to ensure that departmental policies, procedures and guidelines are adopted, applied and complied with in all activities and sequences associated with Transversal Programs. ➤ Preparing investigational and productivity reports referring to statistical data and qualitative information related to service delivery initiatives of the
--	---

	Section for the attention of the Senior Manager for consideration and inclusion into Council and Sub Committee reports. ➤ Controlling budget allocations for specific acquisitions, interventions and/ or activities of the Section through confirmation of fund availability prior to preparing and submitting requisitions for approval. ➤ Liaising with Provincial and National Youth Commission, Gender Commission/ Forums, HIV/AIDS Forums and Department of Recreation & Culture through meetings, correspondence and telecommunications to gather information on relevant programs and joint ventures. ➤ Participating in Management discussions and presenting the constraints and/ or effectiveness of the Section to provide core service delivery functions with information necessary to institute corrective measures and/ or attend to complaints. ➤ Compiling progress reports and / or responses to correspondence and queries or extracting information and records to support content, recommendations and/ or opinion. ➤ Perform any other ad-hoc responsibilities or duties as assigned by management. ➤ (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)
--	---

2. SOCIAL SERVICES	
REF NO:	SSHS02/06/2025
DIRECTORATE	SOCIAL SERVICES:PUBLIC SAFETY AND SECURITY MANAGEMENT
POSITION	HEAD OF SECURITY
PERIOD OF EMPLOYMENT	PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS
SALARY AND BENEFITS	➤ T12 N1 R33 372.00 p.m ➤ Housing subsidy ➤ Medical Aid Subsidy ➤ Group Life Insurance
QUALIFICATIONS AND REQUIREMENTS	➤ Grade 12 ➤ National Diploma in Security Management or Relevant post matric qualification in Security studies at NQF level 6 ➤ Minimum of 3 Years' experience in VIP Protection Operations and security related roles. ➤ Computer literate ➤ Grade A PRISA Certificate ➤ Valid Fire Arm Competency Certificate ➤ Clearance Certificate(Three Months from the date of issue ➤ Drivers Licence Code B/C1
KEY PERFORMANCE AREAS	Monitors and controls the activities associated with the Operational Protection Services by: ➤ Attending meetings with the Section Heads, planning, and coordinating all activities i.e. guarding activities at Council properties, evictions, support to Municipal Traffic Police, etc.

	➤ Evaluating and controlling relevant functions and taking the corrective measures where necessary. ➤ Recommending appropriate electronic security measures including the upgrading of existing measures or the introduction of amended or new measures/ systems. ➤ Visiting various Council sites to ensure that the guarding functions are performed and maintained at the highest possible level of efficiency. ➤ Implementing security directives received from higher authorities e.g. Executive Head, Deputy Head, etc, coordinating, and controlling appropriate security measures and providing regular feedback thereon. ➤ Verifying compliance with all relevant legislation by cascading information, amendments and additions to legislation including the introduction of the new legislation. ➤ Monitoring and controlling the CCTV and electronic control room at the Security Room. ➤ Verifying proper control over the assets of the Division e.g. vehicles, firearms, ammunition, electronic equipment, registers, etc. ➤ Develop and implement comprehensive security policy, security plan and procedures. ➤ Managing and supervising of the VIP Protection Personnel, arranging of training and performing evaluations and staff schedules ➤ Investigate security breaches, coordinating emergency response plan, and managing incident reporting procedures ➤ Monitoring of the Service Provider and arrange monthly meetings with the service. ➤ Develop a monitoring tool and visit sites regular and give reports ➤ Write a full comprehensive monthly and submit Executive Director and Risk and PMS ➤ Develop Security Budget. ➤ Arm and disarm the alarm system and supervise the CCTV Cameras that are in good working. ➤ (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)
--	--

Kindly Note (that):

1. Any canvassing and or attempt thereto will automatically disqualify any candidate from being considered for appointment.
2. Applications must be submitted on the prescribed application for employment form which can be obtained from the Municipality's website www.vklm.gov.za or Human Resource Office and must be accompanied by a detailed Curriculum Vitae, together with certified copies of all relevant qualifications and or certificates, identity document and valid & unendorsed driver's license to be hand delivered in the Application for Employment Box situated at Human Resource Office Room 13A, Corner Samuel Road and Van der Walt Street, Delmas 2210 or could posted to: P.O Box 6, Delmas, 2210 and emailed to recruitment@vklm.gov.za
3. Should any applicants not be notified or contacted of the outcome of their application within 30 days of the closing date, they should regard their applications as being unsuccessful. The Council nevertheless appreciate the interest shown by all applicants.
4. Internal Applicants are encouraged to clearly state their current employee code on the prescribed application form.
5. All Shortlisted Candidate will be subjected to Qualifications and Criminal Record Checks.
6. Non-RSA Citizens/Permanent Resident Permit Holders apply must attach a copy of their Permanent Residence Permits to their applications and Should be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
7. *Further enquiries regarding the above positions can be directed to: The Executive Director Corporate Services: Ms LM Mahlangu – 013 004 1300*

TM MASHABELA
MUNICIPAL MANAGER
Notice Number 14/2025

