



MANTSOPA

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
LEKGOTLA LA MOTSE

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05 May 2026

VACANCY INTERNAL & EXTERNAL ADVERTISEMENT

Mantsopa Local Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified persons with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislation as historically disadvantaged individuals as well as people with disabilities are encouraged to apply. Incorporating, Ladybrand (Head Office), Tweespruit, Hobhouse, Excelsior and Thaba Patchoa.

VACANCY INTERNAL & EXTERNAL ADVERTISEMENT

DEPARTMENT: MUNICIPAL MANAGER SECTION – IDP

POST DESIGNATION: IDP OFFICER

TERM OF APPOINTMENT: PERMANENT

SALARY: R 391 601.01 pa (excluding benefits)

POST LEVEL 5/3 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, Statutory Leave

Job Purpose: Coordinates the key performance areas and specific outcomes associated with the IDP Section through processes and procedures associated with the planning, drafting and review of the Integrated Development Plan (IDP), interpreting and aligning objectives towards the accomplishment of specific outcomes and reporting on the application, intervention and achievement of developmental initiatives in order to ensure the broader aims of Local Government in respect of service delivery are realized.

Skills and Competencies:

- Strong planning and organizational skills.
- Good interpersonal and stakeholder engagement skills.
- Ability to work under pressure and meet deadlines.
- Analytic and problem-solving skills.
- Excellent verbal and written communication skills.

Requirements of the Job

- Grade 12 (Matric)
- National Diploma or Degree in Public Administration, Development Studies, Local Government Management, Town and Regional Planning, or related qualification.
- Minimum of 2-3 years relevant experience in Integrated Development Planning, or local government environment.
- Knowledge of Local Government legislation and policies, including:
 - Local Government: Municipal Systems Act
 - Municipal Structures Act
 - Labour Relations Act
 - Promotion of Access to Information Act
 - Municipal Finance Management Act (MFMA)
- Good report writing, communication, facilitation, and presentation skills.
- Computer literacy (MS Office application).
- Valid driver's license and have access to motor vehicle.
- must be willing to travel within the municipal areas using their own transport.

Key Performance Areas

- Coordinates and facilitates the Integrated Development Planning (IDP) process within the municipality.
- Compile, review, and monitor the implementation of the Municipal IDP.
- Ensure the alignment between the IDP, budget, and Service Delivery and Budget Implementation Plan (SDBIP).
- Facilitate stakeholder and community participation processes.
- Coordinate input from municipal departments and external stakeholders.
- Prepare IDP related reports, schedules, and presentations.
- Facilitates preparation and coordination of IDP documentation for council approval.
- Support the development of sector plans and ensure their integration into IDP.
- Monitor implementation of IDP projects and track progress against set targets.
- Compile consolidated performance and progress reports on IDP implementation.
- Assist in preparing responses to audit queries related to planning and performance management.
- Coordinate public participation processes, including ward-based consultations and community meetings.
- Assist in preparing presentations for council, committees, and external stakeholders.
- Provide technical support to departments during planning and prioritization processes.
- Ensure compliance with relevant local government legislation and policies.
- Maintain proper records and documentation relating to IDP processes.
- Assist in development and review of strategic plans and performance management systems.
- Ensure continuous review and updating of the Integrated Development Plan (IDP) in line with legislative requirements.
- Perform any other related duties as assigned by the supervisor.

DEPARTMENT: CORPORATE SERVICES

SECTION – LEGAL SERVICES

POST DESIGNATION: LEGAL AND ADMIN MANAGER

TERM OF APPOINTMENT: PERMANENT

SALARY: R 583 612.35 pa (excluding benefits)

POST LEVEL 1 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, Statutory Leave, 850km travelling allowance and cellphone allowance.

Job Purpose: Job Purpose: Plans, leads and manages the key performance areas and result indicators associated with the provision of effective Information and Communication Technology Services, Records and Archives Services, Committee and Secretarial Services, Client Services, Legal Support Services and general administrative support by amending, adjusting and reviewing policies and procedures against departmental, statutory and audit guidelines · Providing strategic advice to the Director, Municipal Manager and Council with respect to legal services in accordance with relevant legislation

Requirements of the Job: Grade 12 (Matric), LLB Degree NQF 7 or equivalent, admission as an attorney will be an added advantage, 8 years of relevant legal experience, with at least 2-5 years at a supervisory or managerial level. Computer Literacy (MS Office) · Code B Driver's License · Good supervision, management, financial, human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Ability to work under pressure · Ability to deal with conflict situations · Good legal, writing and administration skills · Must be physically fit and healthy · Able to perform manual operations and duties · Ability to meet frequent pre-, undetermined and conflicting deadlines and interruptions in the job with resulting decisive action to deal with critical issues, including peak periods · Good sight, hearing and speech ability · Must act in the position of Director Corporate Services when required · Must work overtime and attend meetings after official working hours · Must perform duties in any area of the municipality

Key Performance Areas: Identifies, defines and implements the immediate, short and long term managerial objectives and plans (3 to 5 years) associated with the provision of administrative support to departments · Initiates, plans, develops and drives long term plans for the human resource functionality in respect of the department · Manages, directs and controls outcomes associated with the utilization, productivity and performance of personnel in the department · Manages and co-ordinates procedures and processes associated with maintaining employment relations and workplace peace · Manages the implementation of financial controls/procedures and provides information to support financial planning sequences · Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility · Initiates the compilation of new corporative / administrative related policies and / or changes to existing policies · Implements procedures, systems and controls to regulate specific work and associated sequences associated with the functionality · Compiling / disseminating strategic, functional and operational information / decisions on short and long term objectives and current developments, problems and constraints · Manages, co-ordinates and controls key dimensions and requirements associated with occupational health and safety within the department · Manages, co-ordinates and controls specific processes associated with the implementation, monitoring and communication phases of projects pertaining to the different functionalities · Information and Communication Technology Management · Manages the implementation of procedures and systems associated with document flow – archive / records system (in accordance with statutory prescriptions) and establish, evaluate and maintain registry procedures for the operation of the main registry office and sub-offices and regulating record keeping · Interacts internally and externally on specific issues associated with the functionality · Manages, co-ordinates and control key dimensions and requirements associated with the Council, committee and secretarial services · Manages the execution of key performance areas and provides input into specific communication / client services initiatives · Manage, co-ordinate and control the key performance and results indicators associated with Legal support services · Disseminates information on outcomes, current developments, problems and constraints and / or makes strategic presentations on the departments responsibilities · Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality · Skills Development · Responsible to partake in the Municipality's Performance Management and Development System

DEPARTMENT: CORPORATE SERVICES
SECTION – LEGAL SERVICES & ADMIN

POST DESIGNATION: COMMITTEE CLERK

TERM OF APPOINTMENT: PERMANENT
SALARY: R 274 449.94 pa (excluding benefits)
POST LEVEL 7/4 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, and Statutory Leave

Job Purpose: Provides administrative, secretarial, and procedural support to Council Committees, ensuring legal compliance, accurate documentation, and effective meeting operations. Prepare agendas, take minutes, manage records, and facilitate communication between Councillors and stakeholders.

Requirements of the Job

- Relevant NQF Level 6, National Diploma in Public Administration, Local Government Administration or equivalent qualification.
- Strong command of English – written & verbal.
- At least two (2) years relevant experience in committee / secretariat support services within the local government will be an added advantage.
- Code B Driver's License will also be added as an advantage.
- Good verbal & written communication skills.
- Advanced Computer Skills (MS Word, MS Excel & Power Point) are required.
- Good reporting and minute-taking skills.
- Knowledge of municipal legislation and committee procedures will be an added advantage.
- Ability to work under pressure and maintain confidentiality.

Key Performance Areas

- Provide administrative and secretariat support to council committees
- Prepare and distribute notices, agendas and committee packs.
- Attend committee meetings and record accurate minutes.
- Maintaining records of meetings, decisions and information.
- Compile and distribute minutes and resolutions.
- Maintain records of attendance at Council and Committee meetings committee, decisions and correspondence.
- Perform all administrative activities associated with committee meetings.
- Create and maintain hard and electronic records of all meetings and information with Committee meetings.

DEPARTMENT: CORPORATE SERVICES
SECTION – CORPORATE SERVICES

POST DESIGNATION: CLEANERS X3

TERM OF APPOINTMENT: PERMANENT
SALARY: R 134 029.61 pa (excluding benefits)
POST LEVEL 16/3 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, and Statutory Leave

Job Purpose: To render cleaning activities in municipal building.

Requirements of the Job:

Minimum Grade 12 or equivalent qualification. Good communication and interpersonal skills. Proven working experience will be an added advantage. Adequate knowledge of hygiene and cleaning processes. Basic literacy and numeracy skills required. Physically fit and able to perform cleaning duties. Ability to follow instructions and maintain high level of hygiene and cleanliness. Willing to work flexible hours when required. No criminal record. The successful candidate must be disciplined, punctual and be able to work under pressure.

Key Performance Areas:

Receiving verbal instruction from the immediate supervisor on the work programme, priorities related to specific departments and communicating specific cleaning material requirements. Commencing with cleaning sequence, using detergents to remove stains and dirt from painted/polished or carpet surfaces. Vacuuming carpeted floor areas, dusting and tidying desktops and shelves. Cleaning ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, towels, etc., checking and reporting defective items to the immediate supervisor for attention. Receiving verbal instruction from the immediate supervisor on the work programme and priorities related to the provision of beverages and communicating specific beverage requirements for staff. Preparation of warm beverages for staff, visitors and committees. Washing of utensils, etc.

DEPARTMENT: COMMUNITY SERVICES

SECTION – LED & TOURISM

POST DESIGNATION: LED MANAGER

TERM OF APPOINTMENT: PERMANENT

SALARY: R 583 612.35 pa (excluding benefits)

POST LEVEL 1 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, Statutory Leave, 850km travelling allowance and cellphone allowance.

Job Purpose: To provide strategic leadership and operational management for the LED Unit.

Skills and Competencies:

Management skills, Negotiation skills, Analytical skills, Excellent and Interpersonal skills
Knowledge of relevant legislation and communication skills.

Requirements of the Job

- Bachelor's degree (NQF Level7) or equivalent qualification and experience in the field of Economics, Business Administration, Development Studies.
- Postgraduate qualifications in Economics, Project Management or equivalent will be an advantage.
- 5-8 years' experience gained in an organization of similar size and complexity with 2-5 years in supervisory or managerial experience.
- Experience in strategic planning and project management will be an advantage.
- Knowledge of institutional policy formulation, implementation, monitoring and evaluation.
- Working knowledge of budgeting and financial management.
- Knowledge and understanding of local government legislation and constitutional mandate.
- Knowledge and understanding of Local Economic Development project and programme management.
- Knowledge and understanding of Supply Chain Management (SCM) processes and MFMA requirements.

- Understanding of the roles, interactions and complexities of the three spheres of government in economic empowerment and development.
- Valid Code EB driving license.
- Computer literacy: MS Office.
- Candidates from designated groups are encouraged to apply.

Key Performance Areas

- Develop and implement the Municipal Local Economic Development Strategy.
- Facilitate investment promotion and economic growth initiatives.
- Coordinates stakeholder engagement with businesses, government departments and community structures.
- Identify and support income-generating projects and SMME development initiatives.
- Promote tourism development and local business opportunities.
- Conduct economic research and feasibility studies for development projects.
- Prepare reports, business plans and funding proposals for LED projects.
- Monitor and evaluate the implementation of LED programmes and projects.
- Ensure compliance with relevant legislation, policies and municipal procedures.
- Manage the LED budget and departmental resources effectively.
- Do research on local economic development portfolio in general and advise ED: SEDP of industry trends and developments.
- Advise on risk management and general governance matters of LED Unit.
- Source funding from external funding sources for implementation of LED programmes.
- Implement relevant prescripts of IDP, Growth and Development Strategy, LED Strategy, relevant By-Laws and related policies.
- Facilitate integration and alignment of LED programmes with those of Provincial and National spheres of government.
- Identify and liaise with strategic stakeholders, both internally and externally, to enhance local economic development programmes.
- Reports to the Executive Director: Strategy, Economic Development and Planning (ED: SEDP), and monitor the Units performance in line with the Municipality's guidelines and timeframes.
- Advise the ED: SEDP on strategic matters that relate to economic development.

DEPARTMENT: COMMUNITY SERVICES

SECTION – COMMUNITY SERVICES

POST DESIGNATION: TOWN PLANNER

TERM OF APPOINTMENT: PERMANENT

SALARY: R 583 612.35 pa (excluding benefits)

POST LEVEL 1 OF GRADE 3 MUNICIPALITY

Benefits of the Position: Pension / Provident Fund, Medical Aid, 13th Cheque, Statutory Leave, 850km travelling allowance and cellphone allowance.

Job Purpose: To lead spatial planning initiatives, manages land use applications, subdivisions, and township establishment, and ensures compliance with spatial policies and legislation.

Requirements of the Job:

- A recognized Bachelor's Degree NQF Level 7 or equivalent qualifications in Town and Regional Planning with 3-5 years' experience in town and regional planning. Postgraduate qualifications will be added as an advantage.
- Be registered as a Professional Planner with the South African Council for planners (SACPLAN).
- Relevant experience in town planning or spatial planning environment.

- Knowledge of relevant legislation including SPLUMA and municipal planning by-laws.
- Valid driver's license.
- Extensive people management experience.
- Good report writing, communication, and interpersonal skills.
- Computer literacy in MS Office and planning-related software.
- Leading Competencies: having completed or in the process of doing the "Certificate Programme in Municipal Finance Management (CPMF); Strategic Direction and Leadership, People Management, Programme and Project Management, Financial Management, Change Leadership, Governance Leadership. Core Competencies: Planning and Organizing, Analysis and Innovation, Knowledge and Information Management, Communication and Quality Focus.

Key Performance Areas:

- Ensure the application of town and regional planning in land development (facilitate and provide technical assistance to professional teams in all aspects regarding town and regional planning in the Municipality).
- Ensure adherence to legal requirements.
- Coordinate, evaluate and monitor the implementation of development in compliance with Spatial Planning and Land Use Management Act, or SPLUMA and other applicable legislation and town & regional planning standards and guidelines.
- Interpret and implement planning legislation, policies, guidelines and regulations.
- Facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with Project Managers.
- Compile and review periodically the Municipal Spatial Development Framework (SDF).
- Compile guidelines and evaluate Land Use Management Scheme and precinct plans. Mentor, train and manage officials in the Municipal Planning Directorate and submit monthly reports to the Director of Cooperate Services. Supervise performance management and development; office administration and budget in the Planning Directorate.
- Monitor and control expenditure. Report on the expenditure and delivery service.
- Ensure continuous research and development for the betterment of planning in the Municipality.
- Provide assistance and support in the housing, local economic development and IDP directorates of the Municipality.
- Prepare reports for the Municipal Council consideration and approval. Facilitate the process of obtaining inputs of relevant parties and departments for town planning and township establishment activities to ensure implementation of policies and spatial plans. Attend public enquiries, site inspections, etc.
- Prepare, review, and implement spatial development frameworks and land use management plans.
- Process and evaluate rezoning, subdivision, consolidation, consent use, and township establishment applications.
- Ensure compliance with relevant legislation, municipal by-laws, and planning policies.
- Conduct site inspections and provide planning recommendations and reports.
- Facilitates sustainable spatial planning and development within the municipality.
- Provide technical advice on town planning and land development matters.
- Liaise with stakeholders, developers, government departments, and community members on planning matters.
- Assist in the preparation and review of integrated Development Plan (IDPs) and Spatial Development Frameworks (SDFs)
- Maintain accurate records and prepare reports for Council and relevant committees.

DEPARTMENT: COMMUNITY SERVICES

SECTION – TRAFFIC

POST DESIGNATION: SECURITY OFFICER [LADYBRAND]

TERM OF APPOINTMENT: PERMANENT

SALARY: R 137 636.55 pa (excluding benefits)

POST LEVEL 15/4 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, Statutory Leave

Job Purpose: Maintain the safety and security of municipal buildings, property, personnel, and the public. Managing and supervising the conduct and performance of subordinate security personnel.

Skills and Competencies

- Good observation and monitoring skills.
- Ability to work under pressure.
- Strong sense of responsibility and integrity.
- Good communication and report-writing.
- Ability to work independently and in a team.
- Knowledge of security procedures and safety regulations.

Requirements of the Job

- Grade 12 or equivalent with 1-2 years of experience in related security services.
- Valid PSIRA registration certificate.
- Good communication and interpersonal skills.
- Ability to work shifts, weekends, public holidays, and overtime when required.
- No criminal record.
- Valid driver's licence will serve as an added advantage.

Key Performance Areas

- Control access to the municipal company premises.
- Patrol building, offices, and surrounding areas to ensure safety and security.
- Protect municipal property, employees, visitors, and assets.
- Monitor and report suspicious activities or incidents.
- Maintain occurrence books and compile incident reports.
- Ensure compliance with security and safety procedures.
- Report on emergencies and security breaches.
- Assist with crowd control and traffic management when required.
- Perform other related duties as assigned by the supervisor.
- Ensure all security equipment is properly used and safeguarded.

DEPARTMENT: COMMUNITY SERVICES

SECTION – WASTE MANAGEMENT

POST DESIGNATION: FOREMAN – WASTE MANAGEMENT

TERM OF APPOINTMENT: PERMANENT

SALARY: R 391 601.01 pa (excluding benefits)

POST LEVEL 5/3 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, Annual Leave

Job Purpose: Is to oversee the operations of waste disposal facilities and ensure compliance with local regulations. Monitoring and controlling transfer station sites to manage waste efficiently. Monitoring illegal dumping of waste to prevent environmental damage. Ensuring safe and legal service is rendered to the public.

Skills and Competencies

- Leadership and supervisory skills.
- Planning and organizational skills.
- Problem-solving abilities.
- Good communication skills.
- Time management skills.
- Ability to work independently and in a team.
- Knowledge of municipal waste management practices.
- Conflict management and decision-making skills.

Requirements of the Job

- Grade 12/ Matric Certificate or equivalent qualification
- Relevant qualifications in Waste Management, Environmental Management, or related field will be an added advantage.
- Valid Code EC driver's license with a valid Professional Driving Permit (PrDP)
- Minimum of 3 – 5 years' relevant experience in waste management or refuse removal services.
- Supervisory experience will be an added advantage.
- Knowledge of transport operations, road safety regulations, and vehicle maintenance procedures.
- Good communication and interpersonal skills.
- Ability to work under pressure and after hours when required.
- Knowledge of Occupational health and safety regulations.
- Basic knowledge of waste management operations and municipal service delivery.

Key Performance Areas

- Supervise and coordinate daily waste collection and refuse removal operations.
- Allocate duties and monitor performance of waste management personnel.
- Ensure daily collection schedules are implemented effectively.
- Supervise loading, transportation, and disposal of waste materials.
- Monitor attendance, discipline, and productivity of employees.
- Ensure vehicles, tools, and equipment are properly utilized and maintained.
- Conduct workplace inspections and ensure compliance with health and safety standards.
- Report breakdowns, incidents, and operational challenges to the Manager Waste.
- Ensure cleanliness of municipal sites, landfill areas, and waste collection points.
- Ensure records of daily operations, attendance registers, and vehicle usage.
- Assist with implementation of waste management policies and procedures.
- Perform any other related duties assigned by the supervisor or management.
- Assist during emergencies and special municipal clean-up campaigns.
- Ensure compliance with the municipal policies and procedures.
- Support community awareness initiatives on waste management and cleanliness.

DEPARTMENT: COMMUNITY SERVICES

SECTION – WASTE MANAGEMENT

POST DESIGNATION: SUPERVISOR DRIVER X2

TERM OF APPOINTMENT: PERMANENT

SALARY: R 195 703.95 pa (excluding benefits)

POST LEVEL 10/3 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, and Annual Leave

Job Purpose: Performs key performance areas and specific outputs associated with waste management through driving heavy-duty trucks, transportation of material and personnel from various destinations worksites and supervision of General Workers.

Requirements of the Job

- Grade 12 or equivalent qualification
- Valid Code EC (Code 14) driver's license with a valid Professional Driving Permit (PrDP)
- Minimum of 3 – 5 years' experience driving heavy-duty trucks.
- Supervisory experience in transport, or related operations will be an added advantage.
- Knowledge of transport operations, road safety regulations, and vehicle maintenance procedures.
- Good communication and interpersonal skills.
- Ability to work under pressure and extended hours when required.
- Physically fit and able to perform operational duties.

Key Performance Areas

- Supervise and coordinate daily truck operations and transportation activities
- Drive and operate heavy-duty municipal trucks safely and efficiently.
- Supervise general workers to ensure effective service delivery.
- Plan and monitor daily routes, schedules, and transport operations.
- Conduct daily vehicle inspection and ensure trucks are roadworthy.
- Report vehicle defects, breakdowns, accidents, and maintenance requirements.
- Ensure compliance with the road traffic regulations and occupational health and safety standards.
- Ensure proper use and safekeeping of municipal vehicles and equipment.
- Assist with resolving operational challenges and service delivery complaints.

DEPARTMENT OF FINANCE **SECTION – FLEET MANAGEMENT**

POST DESIGNATION: ASSET CLERK

TERM OF APPOINTMENT: PERMANENT

SALARY: R 274 449.94 pa (excluding benefits)

POST LEVEL 7/4 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, and Statutory Leave

Job Purpose: Is to ensure the proper management and tracking of fixed assets within the municipality. Maintaining accurate records, verifying assets, and ensuring compliance with relevant policies and procedures.

Skills and Competencies:

- Knowledge of Asset Management, Risk Management, Relevant Labour Policies, procedures and processes.
- Verbal and written communication.
- Data and records management.
- Ability to work under pressure

Requirements of the Job

- Grade 12 plus NQF 6 plus National Diploma in Public Finance and Admin/ Equivalent
- Computer literacy will be added as an advantage.
- 1-2 years' relevant experience in municipal financial environment
- Knowledge of MFMA and other municipal legislations
- Good administrative and record-keeping skills.
- Good communication and interpersonal skills.
- Valid driver's license
- Ability to work under pressure and meet deadlines.

Key Performance Areas

- Ensuring timely and accurate submission of financial reports.
- Maintaining compliance with financial regulations, actively engaging with stakeholders.
- Implementing transparent financial processes and adhering to ethical standards in financial operations.
- Keep records of fixed assets in the register whenever assets are acquired and ensure that they are bar-coded and updated in the system.
- Assist in physical assets verification
- Monitoring of status of records associated with the assets of the municipality applying internal control procedures to check, update and maintain acquisition, valuation and location details
- Update the insurance company of all new assets acquired, as well as disposals

DEPARTMENT OF FINANCE **SECTION – ASSET MANAGEMENT & FLEET**

POST DESIGNATION: MECHANIC X2

TERM OF APPOINTMENT: PERMANENT

SALARY: R 391 601.01 pa (excluding benefits)

POST LEVEL 5/3 OF GRADE 3 MUNICIPALITY

Benefits of the position Pension / Provident Fund, Medical Aid, 13th Cheque, and Statutory Leave

Job Purpose: To maintain and repair municipal vehicles and equipment, performing routine maintenance.

Requirements of the Job

- Grade 12 plus Trade Tested Mechanical Artisan NQF 6 as a qualified Mechanic.
- Valid Code C1 driver's license; Code EC will be an added advantage.
- Minimum of 2-3 years relevant experience in vehicle and plant maintenance.
- Knowledge of municipal fleet maintenance and workshop procedures.
- Good communication and interpersonal skills.
- Ability to work under pressure and after hours when required.

Key Performance Areas

- Perform maintenance and repair work on municipal vehicles, plant and equipment.
- Diagnose mechanical, hydraulic and electrical faults.
- Conduct routine inspections and preventative maintenance services.
- Ensure all vehicles and machinery are roadworthy and compliant with safety standards.
- Maintain workshop tools and equipment in good condition.
- Complete job cards and maintenance records accurately.
- Ensure compliance with occupational health and safety regulations in the workshop.
- Assist with breakdown services and emergency repairs when required.
- Report major defects and replacement requirements to the supervisor.

DEPARTMENT OF FINANCE
SECTION – REVENUE

POST DESIGNATION: INDIGENT CLERK

TERM OF APPOINTMENT: PERMANENT
SALARY: R274 449.94 pa (excluding benefits)
POST LEVEL 7/4 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, and Statutory Leave

Job Purpose: Is to ensure that households with no or low income have access to basic municipal services. It includes registering households, providing subsidies, and ensuring compliance with the municipal tariffs.

Skills and Competencies

- Good administrative and organizational skills.
- Strong communication and customer services skills.
- Attention to detail and accuracy.
- Ability to work under pressure and meet deadline.
- Good record-keeping and reporting skills.
- Ability to maintain confidentiality.

Requirements of the Job

- Grade 12 (Matric) plus National Diploma in Public Administration, Local Government Management, Accounting, or related qualifications.
- Computer literacy (MS Word, Excel and Outlook)
- Good communication and interpersonal skills.
- Knowledge of municipal indigent support policies and procedures.
- Ability to work with communities and handle confidential information.
- Ability to maintain confidentiality and work with sensitive information.
- Valid driver's license.

Key Performance Areas

- Capture and update indigent beneficiary information on the municipal system.
- Assist with the registration and verification of indigent application.
- Maintain accurate indigent records and filing systems.
- Conduct follow-ups and assist with indigent verification processes.
- Provide administrative support relating to indigent management.
- Attend to public enquiries regarding indigent support services.
- Compile reports and statistics on indigent applications and beneficiaries.
- Ensure compliance with municipal indigent policies and procedures.

DEPARTMENT OF FINANCE
SECTION – EXPENDITURE

POST DESIGNATION: PAYROLL CLERK

TERM OF APPOINTMENT: PERMANENT
SALARY: R 329 589.55 pa (excluding benefits)
POST LEVEL 6/4 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, and Statutory Leave

Job Purpose: To render payment of salaries to employees. Performs specific clerical activities and controls associated with the payroll processing and operations; capturing of payments/ allowances relating to employee benefits; use of online banking platforms for salary payments, stop orders, bond and rental subsidies, pensioners medical aid payments, insurances, garnishes and attending to general enquiries.

Requirements of the Job

- Grade 12 (Matric) plus National Diploma: Financial management, or Payroll Administration, or equivalent qualification.
- Minimum of 2 -3 years' experience in payroll administration or related environment.
- Knowledge of payroll system and payroll processes.
- Computer literacy in MS Office applications, especially Excel.
- Good communication and interpersonal skills.
- Ability to maintain confidentiality and work with sensitive information.

Key Performance Areas

- Capture and process payroll information accurately and timeously.
- Maintain and update employee payroll records and personal information.
- Process overtime, leave, allowances, deductions, and benefits on the payroll system.
- Ensure compliance with relevant labour legislation, payroll policies, and municipal procedures.
- Assist with monthly salary reconciliations and payroll reports.
- Co-ordinate and process payroll activities.
- Maintain confidentiality of payroll and employee information.
- Assist with preparation of statutory deductions and submissions.
- Ensure proper filing and safekeeping of payroll documentation.
- Support internal and external audit processes relating to payroll administration.
- Prepare pensioners payment file, attend to third party and employee enquiries.
- Safekeeping of payroll files

DEPARTMENT: TECHNICAL SERVICES

SECTION – ROADS & STORMWATER

POST DESIGNATION: FOREMAN ROADS

TERM OF APPOINTMENT: PERMANENT

SALARY: R 391 601.01 pa (excluding benefits)

POST LEVEL 5/3 OF GRADE 3 MUNICIPALITY

Benefits of the position Pension / Provident Fund, Medical Aid, 13th Cheque, and Statutory Leave

Job Purpose: Coordinates tasks/ activities associated with the monitoring and reporting of the progress and execution of specific Roads and Stormwater repair and maintenance works and/ or, attending to the transportation of material/ equipment and personnel to/ from work sites, operations of heavy and/ or specialized vehicles and, the undertaking of building and general stormwater concrete work at sites.

Requirements of the Job

- National certificate or relevant qualification in Civil Engineering, Roads Construction, or related field will be an added advantage.
- Minimum of 3-5 years' experience in roads and stormwater maintenance.
- Supervisory experience in managing team/workers.

- Valid Code B driver's license (Code C1/EC will be an added advantage)
- Good knowledge of road maintenance, stormwater systems, construction materials, and occupational health and safety standards.
- Ability to work under pressure and after hours when required.

Key Performance Areas

- Supervise and coordinate roads and stormwater maintenance activities.
- Monitor construction and maintenance of roads, culverts, and stormwater drainage systems.
- Allocate duties and supervise workforce on site.
- Ensure proper use and maintenance of tools, equipment, and municipal vehicles.
- Inspect roads and stormwater infrastructure and report defects.
- Ensure compliance with Occupational Health and Safety regulations.
- Keep records of daily activities, material usage, and work completed.
- Respond to emergency repairs relating to roads and stormwater.
- Assist planning and implementation of maintenance schedules.

DEPARTMENT: TECHNICAL SERVICES

SECTION – SANITATION

POST DESIGNATION: SUPERVISOR DRIVER X1 [LADYBRAND]

TERM OF APPOINTMENT: PERMANENT

SALARY: R210 050.52 pa (excluding benefits)

POST LEVEL 9/4 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, Statutory Leave

Job Purpose: Is to oversee and maintain water networks and plant infrastructure, to ensure that all operations are conducted safely and efficiently.

Requirements of the Job

- Grade 12 or equivalent qualification in Wastewater Treatment
- Valid Code EC driver's license.
- Minimum of 3-5 years' experience in sanitation services.
- Supervisory experience will be an added advantage.
- Good communication and interpersonal skills.
- Ability to work under pressure and extended hours when required.
- Knowledge of occupational health and safety standards.
- Physically fit and able to perform duties related to sanitation services.

Key Performance Areas

- Supervise and coordinate roads and stormwater maintenance activities.
- Monitor construction and maintenance of roads, culverts, and stormwater drainage systems.
- Allocate duties and supervise workforce on site.
- Ensure proper use and maintenance of tools, equipment, and municipal vehicles.
- Inspect roads and stormwater infrastructure and report defects.
- Ensure compliance with Occupational Health and Safety regulations.
- Keep records of daily activities, material usage, and work completed.
- Respond to emergency repairs relating to roads and stormwater.
- Assist planning and implementation of maintenance schedules.

DEPARTMENT: TECHNICAL SERVICES

SECTION – ELECTRICITY

POST DESIGNATION: ELECTRICIAN X2

TERM OF APPOINTMENT: PERMANENT

SALARY: R443 334.74 pa (excluding benefits)

POST LEVEL 4/3 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, and Annual Leave

Job Purpose: Controls and implements the key results indicators associated with the Electrical Section in the relevant satellite area pertaining to the Electricity Network Reticulation and Distribution system (MV Sub-stations) through the provision and management of resources for maintenance, fault-finding and repair on the electrical medium voltage sub-stations and networks; provides technical support and direction with regards to the identification, modifications and repair/maintenance phases of projects in respect of electricity network control technology and applications; monitoring and control of key deliverables and outcomes; and communication and reporting of the status, constraints and critical requirements necessary to ensure electrical network projects achieve their intended purpose of adding value in respect of service delivery to the communities in the Municipal supply areas.

Skills and Competencies

Managing Work; Interpersonal Skills; Planning and organizing; Facility specific skills; Verbal Communication; Problem Solving; Organisational Awareness; Discipline Specific Skills; Accountability and Ethical Conduct; Written Communication; Decision making; Workplace Safety; Task Management; Action and outcome orientation; People Management and Team Orientation.

Inherent Requirement of the Post

Physical strength
Electricians Trade Test Certificate

Requirements of the Job

- Grade 12 plus technical qualification NTC3/N2 or equivalent
- Minimum of 3-5 Years' relevant experience in electrical maintenance and installations.
- Qualified Electrician
- Trade Test Certificate as Electrician
- Valid Code 10 driver's license.
- Operations Regulations for High Voltage Systems.
- Knowledge of electrical systems, fault finding, and maintenance procedures.
- Ability to work at height and in different weather conditions.
- Good communication and interpersonal skills.
- Ability to work under pressure and after-hours when required.
- Ability to record jobs done for Job Card purposes.
- Computer Literacy: Word, Excel, Power Point and Access

Key Performance Areas

- Install, maintain, and repair electrical infrastructure and equipment.
- Perform maintenance on streetlight, substations, transformers, and electrical distribution systems.
- Diagnose electrical faults and carry out repairs efficiently.
- Conduct inspections and testing of electrical systems and equipment.
- Respond to power outages and emergency breakdowns.

- Ensure compliance with electrical regulations, safety standards, and municipal policies.
- Maintain tools, equipment, and materials in good working condition.
- Maintain tools, equipment, and materials in good working condition.
- Complete job cards, maintenance reports, and other operational records.
- Supervise and guide assistants or general workers when required.
- Ensure adherence to occupational health and safety procedures.

DEPARTMENT: TECHNICAL SERVICES

SECTION – ELECTRICITY

POST DESIGNATION: GENERAL WORKER - ELECTRICITY

TERM OF APPOINTMENT: PERMANENT

SALARY: R134 029.61 pa (excluding benefits)

POST LEVEL 16/4 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, Annual Leave

Job Purpose: Undertakes general electrical laboring activities/ tasks associated with Infrastructure and Engineering (Electrical) Section in the satellite area through providing support to the Electrician/ Assistant Electrician during electrical installation, repair and maintenance sequences by using hand held tools to excavate defined areas; laying of cables and lines; erection of poles and support structures and, cleaning or clearing obstructions and overgrown vegetation interfering with overhead lines and/ or at sites/ locations housing electrical distribution systems.

Requirements of the Job

- Grade 12 or equivalent qualification plus certificate in electricity
- Basic knowledge of electrical services or construction work will be an added advantage.
- Physically fit and able to perform manual labour duties.
- Ability to work in different weather conditions and extended hours when required.
- Good communication and interpersonal skills.
- Ability to work effectively in a team environment.

Key Performance Areas

- Assist electricians and electrical artisans with maintenance and repair of electrical infrastructure.
- Assist with installation, maintenance, and replacement of streetlights, cables, and electrical equipment.
- Load, offload, and transport tools, materials, and equipment required for electrical equipment.
- Dig trenches and assist with excavation work for electrical installations.
- Clean worksite and ensure tools and equipment are properly stored after use.
- Assist during power outages and emergency repair work when required.
- Ensure compliance with occupational health and safety regulations.
- Perform general labour duties within the Electrical Services section.

DEPARTMENT: TECHNICAL SERVICES

SECTION – WATER SERVICES

POST DESIGNATION: WATER SERVICES AUTHORITY MANAGER

TERM OF APPOINTMENT: PERMANENT

SALARY: R 583 612.35 pa (excluding benefits)

POST LEVEL 1 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, Annual Leave, 850km travelling allowance and cellphone allowance.

Job Purpose: Plans and manages the eleven key performance areas and result indicators for the Water Services Authority associated with the planning designing and monitoring of Water & Sanitation projects and the co-ordination of specific services through analysis, investigation and interpretation of needs; preparing the Water Services Development Plan (WSDP) interaction and communication with functional and community based role-players, formulation of contracts and project plans; managing the revenue collection and developing revenue collection systems; and approving and monitoring the execution and application of procedures, regulations and standards in order to ensure priorities of the Municipality's Integrated Development Plan complies with requirements in terms of the appointment as a Water Services Authority (WSA) for Mantsopa Local Municipality, and reporting financial and WSDP projects annually to the Water Services regulator.

Skills and Competencies

- Knowledge and experience of local government environment and related legislation.
- Possession of a valid driver's license.
- Problem solving skills, good communication skills both verbal and writing.
- Relevant experience on capital infrastructure projects i.e.: Water, Sanitation, Electricity, housing, Roads and Sport Facilities.
- Preparation of Business Planes and Technical reports.

Requirements of the Job

- Grade 12 Certificate
- NDip/BTech /BSc Degree on one of the following fields: - Civil, Mechanical, Chemical Engineering
- A minimum of (03) - (05) years middle management.
- Computer literacy is essential management experience within Water Provision & Sanitation Services
- The candidate must be eligible to register with the Engineering Council of South Africa as a Candidate or Professionals (PrEng / PrTechEng) is an added advantage.
- Applicants must be willing to work extraordinary hours
- A valid code B driver's licence.

Key Performance Areas

- Implement and improve the Green and Blue Drop status of the municipality.
- Ensure efficient Operation and Maintenance in all engineering sectors by implementing all necessary plans such as activity plans, O&M manuals, etc.
- Synchronize with other departments and become one of their internal team players.
- Ensure compliance with all legal aspects and conditions required from the different spheres of government.
- Audit compliance with all legal conditions required from the different spheres of Government.
- Ensure effective and efficient leadership and financial management of operations in the municipal engineering sector to ensure that the Integrated Development Plan and other infrastructure development plans, including the Water and Sanitation Services Development Plan, Electricity Master Plan and Transport Plan are implemented.
- Managing all WWTW and WTW throughout MLM.

- Mapping out specific changes necessary to achieve alignment with development objectives in accordance with legislative imperatives, i.e. the Water Services Act 108 of 1997.
- Responsible for the implementation of national targets and standards and monitoring progress thereof through policy development and implementation monitoring; Health & Hygiene awareness; Water & Sanitation quality assurance;
- Water conservation & demand management; and
- Water Services infrastructure development.
- Managing the promotion of a safe and healthy environment through legislative and other measures that prevent water pollution and ecological degradation through implementing a water quality program; and developing internal Water Quality Testing Laboratory and ensuring compliance with SANS 241 standards.

DEPARTMENT: TECHNICAL SERVICES

SECTION – WATER SERVICES

POST DESIGNATION: MANAGER PROJECT MANAGEMENT UNIT (PMU)

TERM OF APPOINTMENT: PERMANENT

SALARY: R 583 612.35 pa (excluding benefits)

POST LEVEL 1 OF GRADE 3 MUNICIPALITY

Benefits of the position: Pension / Provident Fund, Medical Aid, 13th Cheque, Annual Leave, 850km travelling allowance and cellphone allowance.

Job Purpose: Manages the key performance areas and specific output associated with Project Management Unit Section through the provision of guidance and advice on the formulation of proposals and design concepts, contract administration and, project management of average complexity or complex forms of infrastructure development with medium to high impact, in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality and, satisfies requirements of the Municipality's Integrated Development Plan and regional and provincial growth and development plans.

Requirements of the Job:

- National Diploma in Civil Engineering or B-Tech Degree in Civil Engineering.
- Registration with ECSA as either a candidate or Professional Engineer/Technologist is an added advantage.
- Good Project Management Skills and Experience in the field of Engineering
- A Candidate registration or Professional registration with the Council of South Africa will be an added advantage.
- Minimum of 3-5 years' experience as a supervisor in project management in a Local Government or similar environment.
- Accuracy working with data.
- Good analytical and interpersonal skills.
- Good communicator.

Key Performance Areas:

- Primarily responsible to integrate, co-ordinate, project-manage and financially administer the MIG, EPWP, RBIG, INEP, WSIG, MDRG, OTHER in his area of jurisdiction.
- Ensure project compliance with all applicable legislation, policies and conditions applicable to MIG, EPWP, RBIG, INEP, WSIG, MDRG, OTHER.
- Project performance and cash flow reviews.

- Liaison with the Provincial Senior MIG, EPWP, RBIG, INEP, WSIG, MDRG, OTHER Manager as well as other line function departments through formal regular evaluation / progress meetings and on an ad hoc basis.
- Submission of monthly, quarterly, bi-annual, annual and ad hoc reports to Department of Cooperative Governance and Traditional Affairs as determined in applicable legislation or required by the MIG Management unit and other funders units.
- Responsible for the management of the PMU and their respective output

DEPARTMENT: INFRASTRUCTURE (TECHNICAL) & COMMUNITY SERVICES
POST DESIGNATION: GENERAL WORKERS: NINETEEN (22) POSTS
DIRECTORATES: COMMUNITY SERVICES
TECHNICAL SERVICES

[LADYBRAND X9] [TWEESPRUIT X2] [HOBHOUSE X4] [EXCELSIOR X4] [THABA-PATCHOA X3]

SUB DIRECTORATE:

PARKS & CEMETERIES

General worker – 2 [Ladybrand]
 General worker – 1 [Excelsior]

SOLID WASTE MANAGEMENT

General Worker – 2 [Ladybrand]
 General Worker – 1 [Hobhouse]

ROADS & STORMWATER

General worker – 3 [Ladybrand]
 General worker – 1 [Tweespruit]
 General worker – 3 [Excelsior]

WATER

General worker – 2 [Ladybrand]
 General worker – 3 [Thaba-Patchoa]
 General Worker -1 [Tweespruit]
 General Worker - 2 [Hobhouse]

SANITATION

General worker – 1 [Hobhouse]

TERM OF APPOINTMENT: PERMANENT
SALARY: R136 718.25 pa (excluding benefits)
POST LEVEL 16/3 OF GRADE 3 MUNICIPALITY

Benefits of the position

Pension / Provident Fund, Medical Aid, 13th Cheque, and Statutory Leave

Qualification and Experience:

Basic Literacy: Grade 12 with relevant qualifications to be added as an advantage.

Core Description: The successful candidate will be responsible for the following:

The successful candidate will be expected to render services and general work functions in such

manner that Mantsopa Local Municipality will achieve its service delivery objectives.

Additional Requirements

- Proficiency in at least two (2) official languages of service of Mantsopa Local Municipality.
- Required to work outside normal working hours during emergencies and planned overtime.

Applications on the prescribed official form, with a comprehensive CV, must be submitted to: The Municipal Manager, Me MRE Mogopodi, PO Box 64, Ladybrand, or can be hand delivered or couriered to 38 Joubert Street, Ladybrand, 9745, or can be submitted to all Mantsopa Municipal Offices before the closing date.

PLEASE NOTE: Application forms are available from the municipal official website; www.mantsopa.co.za and from the switchboard office. No faxed or e-mailed applications will be accepted. Certified copies of academic qualifications and a copy of your curriculum vitae must accompany all application forms.

NB! No political canvassing of any of the advertised positions by the applicants is advised.

If not contacted within three (3) months after the closing date, applicants should regard their applications as having been unsuccessful. The municipality reserves the right not to make any appointments, fraudulent qualifications / documentation / driver's license, will immediately disqualify any applicant. A candidate who canvasses any Councillor for preference will be disqualified from the selection process or from appointment. Municipal

Further information or inquiries are available from the Human Resources Manager, Mr. Lehlohonolo Mariti at 051 924 0654.

CLOSING DATE: 22 MAY 2026



MRE MOGOPODI
MUNICIPAL MANAGER.
MANTSOPA LOCAL MUNICIPALITY.
38 Joubert Street.
PO Box 64.
Ladybrand
9745.
04 MAY2026