



Physical Address
New Municipal Building, Tlakgameng Road
(next to Ganyesa Clinic), Ganyesa, 8613

Postal Address
Private Bag X522 Ganyesa, 8613



Tel: 053 998 4455
Fax: 053 998 3711

INTERNAL/ EXTERNAL ADVERTISEMENT

KAGISANO- MOLOPO LOCAL MUNICIPALITY WITH ITS SEAT IN THE NORTH WEST, DR.RUTH SEGOMOTSI MOMPATI DISTRICT MUNICIPALITY IS INVITING APPLICATIONS FROM SUITABLY QUALIFIED INDIVIDUALS FOR THE FOLLOWING POSITIONS. (READVERTISEMENT)

MANAGER SUPPLY CHAIN MANAGEMENT
TASK GRADE:16
SALARY: R659 924.51 pa

REQUIREMENTS:

- Grade 12
- Diploma/ Degree in Supply Chain Management/Procurement/Accounting/Financial Management/Local Government Finance or Logistics.
- 3-5 years' experience in finance including 2 years of supervisory experience.
- Knowledge of General Recognized Accounting Practices (GRAP).
- Knowledge of Municipal Finance Management Act (MFMA) circulars and regulations.
- Knowledge of MSCOA.
- Good communication skills.
- Report Writing Skills.
- Valid driver's License.
- Computer literacy: MS Office.

KEY RESPONSIBILITIES:

- Coordinates the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators.
- Developing and implementing standard operating procedures in alignment with the SCM policy.
- Ensuring that the SCM unit operates in alignment with policy and procedures on a daily basis.
- Directs and executes applications associated with acquisitioning and appointment processes.
- Ensuring the application of appropriated processes and bid systems, to solicit responses in the form of quotations from suppliers, vendors and service providers.
- Ensure timely planning and management processes towards effective and efficient resource allocation and budget expenditure.
- Forwarding outcomes to Committees (Evaluation or Adjudication, HOD, or Accounting Officer) for assessment, providing input into the purchasing of commodity or observing conformance with laid down procedures, depending on the applicable acquisition strategy.
- Communicating all policy changes to staff for implementation and compliance purposes and providing guidance on the interpretation of procedures, application and communication sequences associated with the SCM cycle.
- Communicate with internal auditors and external auditors, addressing audit queries and assist with developing mitigating controls on issues identified by the internal and external auditors.
- Updating of the irregular expenditure register timeously and assist in the reporting of irregular expenditure identified to the accounting officer, mayor, provincial treasury, and auditor general.
- Coordinates the bid specification, bid evaluation and bid adjudication committees, and facilitate the proper functioning of the committees.
- Ensure that procurement of goods and services is carried out in line with regulatory framework
- Ensure cost-efficiency of SCM processes.
- Establish, monitor and enforce measures to combat fraud, corruption, favoritism, unfair and irregular practices of the Supply Chain Management systems.



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MANAGER REPORTING

TASK GRADE:16

SALARY: R659 924.51 pa

REQUIREMENTS:

- Grade 12.
- Diploma/ Degree in Accounting and/or equivalent.
- 3-5 years' relevant experience in finance including 2 years of supervisory experience.
- Knowledge of Pastel and Case-Ware.
- Knowledge of General Recognized Accounting Practices (GRAP).
- Knowledge of Municipal Finance Management Act (MFMA) circular and regulation.
- Knowledge of MSCOA.
- Good communication skills.
- Report Writing Skills.
- Valid driver's License.
- Computer Literacy: MS Office

RESPONSIBILITIES:

- Develops and recommends short to medium term financial goals and objectives pertaining to capital and operational budget formulation
- Preparing annexures in respect of the Master Report, implementation the budget preparation process and ensuring that the budget is GRAP, Municipal Budget and Reporting Regulations and Treasury Regulations compliant and in line with the requirements of Municipal Finance Management Act and National Treasury requirements
- Assisting in populating inputs from the departments to budget templates and loading budgets into the financial system
- Preparing and Presenting Master monthly budget reports that is S71 report, Schedule c report to the relevant departments National Treasury, Provincial Treasury and Local government
- Preparing and submitting A1 Schedule including the main tables (A1-A10) and all the supporting tables (SA1- SA37) for the municipal Draft budget and for Final budget after the approval of the council and submit to National Treasury Local Government Database in both printed and electronic format (Excel).

MANAGER LOCAL ECONOMIC DEVELOPMENT

Task Grade: 16

Salary: R659 924.51 pa

REQUIREMENTS

- Grade 12
- Diploma/ Degree in Economic and Management Sciences/ Relevant
- 3-4 years' relevant experience
- Computer literacy
- Valid driver's license
- Interpersonal and communication skills
- Report writing skills

RESPONSIBILITIES:

- Develop strategic business plans for the local economic development
- Ensure that business planning of the unit is aligned to council and directorate's strategic objectives
- Ensure that research on local and national policies and strategies with regard to local economic development is conducted for council to make informed decisions.



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- Developing and facilitating SMME support strategies, programmes/ action plans and viable marketing strategies for existing local economic projects
- Providing inputs into the development and implicating local economic development policies, action plans and strategies detailing interventions, actions and timeframes guiding service delivery
- Monitoring and evaluating project deliverables against agreed outcomes and milestones and establishing reasons for non achievement for critical requirements with a view to identify and addressing deviations from action plans.
- Keeping abreast with local tourism promotion and marketing initiatives by conducting searches into best practices and analysing information associated with tourism
- Mapping out initiatives and interventions necessary for inclusion into a local tourism framework

MANAGER ADMINISTRATION
Task Grade 16
Salary: R659 924. 51 pa

REQUIREMENTS

- Grade 12
- National Diploma/ B Degree in Public Administration/Public Management/relevant
- 3 - 4 Years' relevant experience
- Computer Literacy
- Valid driver's license
- Good Communication skills.
- Report writing skills.
- Ability to give attention to detail.

RESPONSIBILITIES:

- Evaluating the adequacy of current administrative systems and re-defining registry and archiving sequences with a view to correcting deviations from laid down guidelines and statutory and/or audit requirements
- Developing a file plan and liaising with the relevant provincial department on approval and compliance issues
- Managing the operational dimensions and resources (vehicles and operations) and monitoring utilization and cost effectiveness of activities against operational plans
- Monitoring and controlling the use and care of vehicles and reporting and/or investigating accidents and incidents, seeking reasons from personnel on any non-compliance/deviation and providing direction on courses of action for execution.
- Participates in the development of a fleet management policy for the Municipality, inclusive of a long term vehicle replacement program and a reporting process for accidental damage to vehicles and providing inputs on the development of plans and procedures
- Overseeing the day-to-day operations of the switchboard and supervising the work performance of the Switchboard Operator to ensure adherence to laid down standards and procedures, correcting deviations and/or resolving functional problems.
- Co-ordinating the compilation of the Municipality's annual calendar and/or alerting or indicating priority/urgent meetings/actions requiring attention
- Circulating notification, agenda and minutes of previous meetings to councillors and management
- Performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers and recording/minuting details of proceedings/discussions and decisions

MINIMUM INFORMATION SECURITY STANDARD OFFICER (MISS)
TASK GRADE: 11
SALARY: R339 704. 40 pa



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REQUIREMENTS.

- Grade 12
- Diploma in security management/ relevant
- 3 years relevant experience
- Valid driver's licence.
- The applicant shall be subjected to a compulsory security vetting.
- Knowledge of security legislations, processes, and procedures
- Good communication skills

RESPONSIBILITIES

- Oversee sequences and activities associated with security policy development within the municipality initiating corrective / disciplinary steps in cases of non-adherence, in line with the policy about misconduct
- Devising all security measures and procedures for the whole institution, based on the security policy
- Liaising regularly with SSA for advice, assistance, and information regarding information security.
- Liaising with the SAPS about all physical security needs, problems, etc. to ensure effective security (e.g. Key control, access control and other security equipment/installations).
- Preventing the misuse of council's information technology system
- Providing internal security arrangements
- Protecting classification of information
- Participate and liaise in different security structure and committee meetings and provide management with monthly and quarterly reports.

HUMAN RESOURCES OFFICER

Task Grade 11

Salary: R339 704. 40 pa

REQUIREMENTS

- Grade 12
- Diploma in Human Resources Management/ relevant
- 2 - 3 Years relevant experience
- Computer literacy
- Valid Driver's license
- In depth knowledge of policies and legislation
- Report writing skills
- Must maintain confidentiality

RESPONSIBILITIES

- Co-ordinates administrative requirements associated with the Human Resources functionality
- Maintaining and updating personnel information with respect to changes in employment/personal status and attending to the safekeeping of personnel records/ files in accordance with approved record keeping systems
- Attending to the administration of leave, receiving completed leave forms from directorates, verifying correctness and approval, ensuring that the official has sufficient leave credit, liaising with relevant supervisor with regards to deviations from the leave policy/collective agreement, capturing leave records and attending to enquiries from officials regarding leave matters
- Receiving and referencing applications from prospective candidates, verifying applications ensuring that candidates comply with the minimum job specification, checking and confirming references and related information and preparing short-list of candidates qualifying specific appointment criteria/standards
- Scheduling and confirming the date of the interview and informing representatives and applicants accordingly.



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- Preparing notifications and appointment letters using pro-forma types associated with the confirmation of employment, contracts, termination of services, etc. and informing unsuccessful applicants telephonically and/or through regret letters
- Conducting exit interviews with personnel leaving the organization using targeted questioning techniques to establish reasons

EPWP ADMINISTRATOR

Task Grade: 10

Salary: R287 736.55 pa

REQUIREMENTS

- Grade 12
- 1-2 Years
- Computer Literacy
- Report writing skills
- Good interpersonal and communication skills.

RESPONSIBILITIES

- Perform administrative support tasks/activities associated with EPWP coordination and implementation. Reporting EPWP Environment and culture sector on IRS system on monthly basis to both the provincial and National Department of Public Works.
- Submitting monthly progress report on infrastructure EPWP related projects to the immediate superior
- Capturing EPWP information in the IRS System
- Updating Beneficiary Registers
- Consolidating monthly reports including EPWP Beneficiaries statistics.

Kagisano-Molopo Municipality is an equal opportunity employer and appointments will be made in accordance with the Municipality's recruitment and selection policy as well as the Employment Equity plan.

NB: APPLICANTS THAT PREVIOUSLY APPLIED ARE ENCOURAGED TO REAPPLY

All applications accompanied by an **application form Annexture B of regulation No. 45181 of Municipal Staff Regulation 2021**, comprehensive CV, Copy of ID and certified copies of qualifications must be delivered to Municipal Offices next to Ganyesa Clinic or forwarded to:

The Municipal Manager Private Bag X522 Ganyesa 8613

No facsimile/late applications will be accepted. Further information may be obtained from human resource on 082 937 2929.

CLOSING DATE: 13 February 2026

**MR. OLEBILE OBED NTSIMANE
ACTING MUNICIPAL MANAGER**