



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

POSITION: DIRECTOR SPATIAL PLANNING AND HUMAN SETTLEMENTS

Term of appointment: Permanent

To be stationed in Taung

SALARY: Annual total remuneration package: As per Government Gazette No. 48789, of 14 June 2023. (Category 2 Municipality)

Minimum: R884 772, Midpoint: R994 126, Maximum: R1 087 610 and 4% remote allowance per annum.

MINIMUM REQUIREMENTS:

Bachelor of Science Degree in Building Sciences/ Architect/ Bachelor Degree in Town and Regional Planning or Development studies or equivalent.

- Minimum of five (5) years' relevant experience at middle management level preferably within Local Government environment



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- Have proven successful Professional Developmental/ Town and Regional Planning experience.
- Added advantage: Project management certificate or diploma or registration as Professional Planner in accordance with the Planning Professions Act, 2002 (Act No, 36 of 2002), Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD), key competencies in line with Minimum Regulations on competency levels as published under GNR 493 in Government Gazette 2997 dated 15 June 2007.
- The need to undergo security vetting.
- The need to undergo competency assessment test.
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest.
- High level of Computer literacy
- Own Transport
- Valid driver's licence
- **NO** criminal record.
- Must be a South African resident.

KNOWLEDGE

- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge and understanding of institutional governance systems and performance management.
- Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000)
- Knowledge of geographical information systems and
- Knowledge of spatial, town and development planning.

KEY COMPETENCIES

- Strategic direction and Leadership
- People Management
- Program and Project Management
- Financial Management
- Change and Governance leadership



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Moral competence

- Planning and organising
- Analysis and innovation
- Knowledge and Information Management
- Communication
- Results and Quality focus

KEY RESPONSIBILITIES but not limited to:

- Management of the entire Spatial Planning and Human Settlements Directorate.
- Compile and manage the Directorate's annual Capital and Operational Budget.
- Provision of GIS support and analysis and the undertaking of specific GIS related projects and initiatives
- Management, maintenance and implementation of Municipal multi-disciplinary sustainable human settlement Policy and Framework.
- Coordinate the integration of the multi-sectoral and inter-sphere processes and demands relating to the delivery of sustainable human settlement.
- Coordination of housing functions in line with the Provincial and National policies on behalf of the Provincial Department of Local Government and Human settlements.
- Developing and implementing strategies to meet investment challenges.
- Establishing and managing contractual and other relationships with Government Departments, Service Providers, Organised business and other stakeholder bodies to ensure sustainability of projects.



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POSITION: DIRECTOR CORPORATE SERVICES

Term of appointment: Permanent

To be stationed in Taung

SALARY: Annual total remuneration package: As per Government Gazette No. 48789, of 14 June 2023. (Category 2 Municipality)

Minimum: R884 772, Midpoint: R994 126, Maximum: R1 087 610 and 4% remote allowance per annum.

MINIMUM REQUIREMENTS:

- Bachelor Degree in Public Administration/ Management Sciences/Law or equivalent.
- Minimum of five (5) years' relevant experience at middle management level preferably within Local Government environment.
- Have proven successful management experience in administration.
- Added advantage: Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD), key competencies in line with Minimum Regulations on competency levels as published under GNR 493 in Government Gazette 2997 dated 15 June 2007.
- The need to undergo security vetting.
- The need to undergo competency assessment test.
- The need for signing of an employment contract, a performance agreement And disclosure of financial interest.
- High level of Computer literacy
- Own Transport
- Valid driver's licence
- **NO** criminal record.
- Must be a South African resident.

KNOWLEDGE

- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge and understanding of institutional governance systems and performance management.
- Good knowledge of corporate support services, including
 - Human Capital/Resources Management



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- Legal Services
- Information communication technology and Council support
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000)
- Good governance
- Labour Relations Act, and other labour-related prescripts
- Legal background and human capital management and
- Knowledge of coordination and oversight of all specified support functions.

KEY COMPETENCIES

- Strategic direction and Leadership
- People Management
- Program and Project Management
- Financial Management
- Change and Governance leadership
- Moral competence
- Planning and organising
- Analysis and innovation
- Knowledge and Information Management
- Communication
- Results and Quality focus

KEY RESPONSIBILITIES but not limited to :

- Management of the entire Corporate Services Directorate.
- Manage the Legal, administration, Archives, Human Resources, Information Technology, Council Support, Security services and Ward Committee support functions of Municipality.
- To provide effective and efficient council Secretariat
- Leading, directing staff and managing staff so that they able to meet their objectives.



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- To provide effective and efficient personnel administration and training services to the Institution.
- To provide legal advice services to the Council and administration on the GTLM
- To enhance public participation in all wards
- To provide healthy and safe conditions to all employees.
- To provide effective and efficient achieve and documentation handling services (Records Management)
- Align and ensure proper support systems to all Departments and political Office-bearers of the Municipality
- Compile and manage the Directorate's annual Capital and Operational Budget
- Responsible for alignment of the budget and IDP with the outputs of Corporate Services Department.
- Strategically direct and manage the services offered by Corporate Services to public

POSITION: CHIEF FINANCIAL OFFICER

Term of appointment: Permanent

To be stationed in Taung

SALARY: Annual total remuneration package: As per Government Gazette No. 48789, of 14 June 2023. (Category 2 Municipality)

Minimum: R884 772, Midpoint: R994 126, Maximum: R1 087 610 and 4% remote allowance per annum

MINIMUM REQUIREMENTS:

Bachelor's degree (NQF Level 7) in fields of Accounting, Financial Management, Economics or Chartered Accountant (SA) or equivalent.

- Minimum of five (5) years' relevant experience at middle management level preferably within Local Government environment.
- Added advantage: Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD), key competencies in line with Minimum Regulations on competency levels as published under GNR 493 in Government Gazette 2997 dated 15 June 2007. Registration with a relevant professional body.



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- The need to undergo competency assessment test.
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest.
- High level of Computer literacy
- Own Transport
- Valid driver's licence
- **NO** criminal record.
- Must be a South African resident.

KNOWLEDGE

- Knowledge of MFMA and Treasury Regulations and other related Regulations.
- Knowledge of Financial and Accounting applications and GRAP Standards.
- Extensive knowledge of Local government legislations, policy, regulations, standards and procedures including provision of the Municipal Finance Management Act.
- Good knowledge and interpretation of policy and legislation.
- Good knowledge of performance management system.
- Good governance
- Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000)
- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders.

KEY COMPETENCIES

- Strategic leadership and Management
- People Management
- Program and Project Management
- Financial Management and performance reporting
- Risk and Change Management
- Project Management
- Legislation and policy implementation
- Planning and organising



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- Analysis and innovation
- Knowledge and Information Management
- Audit and Assurance
- Supply chain management
- Results and Quality focus

KEY RESPONSIBILITIES but not limited to:

- Management of the entire Finance Directorate
- Compile and manage the Directorate's annual Capital and Operational budget.
- Ensure that financial resources of the Municipality are utilised effectively and efficiently.
- Ensure compliance with all sections of the MFMA, other financial management laws, regulations and accounting standards.
- Preparation of the Annual Financial Statements and other financial reports, submitting as per the requirements of MFMA Act, No.5 of 2003.
- To formulate and influence short-, medium- and long-term service delivery plans to deliver on municipal strategies and goals.
- To provide supportive leadership to the accounting officer and senior management team.
- To develop and maintain strategic alliance with various stakeholders.
- To guide the management of an effective, economic, and efficient finance function, supported by effective financial management.
- To forecast revenue and expenditure and assess the impact thereof.
- To commission and operate financial systems.
- To maintain sufficient working capital (cash flows/short term liquidity) to meet the needs of the Municipality.
- To manage the budget preparation and implementation process and provide technical expertise in this regard.
- To manage and oversee a fair, equitable, transparent, competitive and cost effective SCM function.
- To support the audit process in order to obtain the optimum level of assurance from Auditor- General.
- Developing and facilitate the implementation of Supply Chain Management system consistent with legislative framework.



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POSITION: DIRECTOR INFRASTRUCTURE

Term of appointment: Permanent

To be stationed in Taung

SALARY: Annual total remuneration package: As per Government Gazette No. 47538, of 18 November 2022. (Category 2 Municipality)

Minimum: R884 772, Midpoint: R994 126, Maximum: R1 087 610 and 4% remote allowance per annum.

MINIMUM REQUIREMENTS:

- Bachelor of Sciences Degree in Engineering/ BTech: Engineering or equivalent.
- Have proven successful institutional transformation within public or private sector.
- Minimum of five (5) years' relevant experience at middle management level, or as
- programme/project Manager and
- 3-4 years must be at professional / management level engineering management experience.
- Added advantage: Registration with a recognised relevant engineering professional body or Certificate of competency as required in terms of the General Machinery Regulations 1988. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD), key competencies in line with Minimum Regulations on competency levels as published under GNR 493 in Government Gazette 2997 dated 15 June 2007.
- The need to undergo security vetting.
- The need to undergo competency assessment test.
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest
- High level of Computer literacy
- Own Transport
- Valid driver's licence and
- **NO** criminal record.
- Must be a South African resident.



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KNOWLEDGE

- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge and understanding of institutional governance systems and performance management.
- Must have extensive knowledge of the Public Office environment and
- Must be able to formulate engineering master planning, project management and implementation.
- Budget and finance management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills
- Must demonstrate experience in management of a substantial staff and significant budget in a regulated environment, preferably the knowledge of MFMA, in pursuing promotion of economic development by government.

KEY COMPETENCIES

- Strategic direction and Leadership
- People Management
- Programme and Project Management
- Financial Management
- Change and Governance leadership
- Moral competence
- Planning and organising
- Analysis and innovation
- Knowledge and Information Management
- Communication
- Results and Quality focus

KEY RESPONSIBILITIES but not limited to:

- Management of the entire Infrastructure Department.
- Compile and manage the Directorate's annual Capital and Operational Budget.



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- Management of Technical Services including Civil Engineering Services, electrical distribution, fleet management and maintenance of roads and storm-water drainage.
- Planning and maintenance of water reticulation system and sewerage treatment infrastructure.
- Developmental strategic planning of infrastructure expansion and co-ordination.
- Ensure the sustainable provisioning of engineering services including infrastructure development and maintenance in line with the IDP.
- Management of civil engineering, projects and capital construction development contracts.

Interested people should submit fully application forms accompanied by the CV's, certified copy of certificates, identity documents and driver's license. A regulated application form can be requested from baijank@gtlm.gov.za/ kunenen@gtlm.gov.za or seshupom@gtlm.gov.za. Applications must be forwarded to the following address: Private Bag X1048, Taung Station, 8580 or hand deliveries to Greater Taung Local Municipality, HR Office No. A3 or A20 Administration Offices, Old NWDC Building, opposite taxi rank, Main Street, Taung Station, for Attention: The Human Resource Manager.

No faxed, emailed applications or Z83 will be considered.

CLOSING DATE: 25 APRIL 2024 AT 16:00 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.



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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.

A handwritten signature in black ink, appearing to read 'M.A. Makuapane', is written over a horizontal line.

Mr M.A MAKUAPANE

Municipal Manager – Greater Taung Local Municipality