



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

Postal Address:
Private Bag X1048,
Taung Station, 8580

Physical Address:
Station Street,
Taung, 8580

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

EXTERNAL ADVERTISEMENT

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

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

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

DIRECTORATE: FINANCE

Position : Accountant Supply Chain

Ref no: GTLM/394/FIN/SC/001

Salary: R 410 688. per annum (Task grade 12)

Benefits: Applicable to a grade 3 Municipality

Minimum requirements:

- Grade 12
- National Diploma (NQF 6) in Financial Accounting or relevant equivalent qualification.
- Computer literacy
- 2-3 years relevant work experience in Supply chain management
- Ability to work under pressure
- Basic working knowledge and experience of applicable local government legislations e.g , DORA, MFMA and others as applicable.
- Certificate in CPMD/MFMP is compulsory or candidate must attain the minimum competency level within 18 months from the date of appointment.



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Key responsibilities but not limited to:

- Attend to applications associated with the procurement/purchasing of items within the prescribed limits.
- Sourcing of suppliers, communicating with supplier representatives to establish the status of orders and expected delivery dates.
- Prepare supply chain management report and correspondences as delegated.
- Facilitate advertisement of tender, quotations and notices
- Facilitating Bid Committee sittings and members of evaluation Committee

DIRECTORATE: FINANCE

Position : Accountant Expenditure

Ref no :FIN/EX/002

Salary : R410 688. Per annum (Task grade 12)

Benefits: Applicable to a grade 3 Municipality

Minimum requirements:

- Grade 12
- National Diploma (NQF 6) in Finance Management/Financial Accounting with financial accounting as a major subject.
- Computer literacy
- 2-3 years relevant work experience in Municipal financial expenditure.
- Basic working knowledge and experience of applicable local government legislations e.g , DORA, MFMA and others as applicable.
- Certificate in CPMD/MFMP is compulsory or candidate must attain the minimum competency level within 18 months from the date of appointment.

Key responsibilities but not limited to:

- Render Payroll control administration.
- Processing payment vouchers to Creditors.
- Coordinate the implementation of budget control.
- Provide administration support in management of debt.
- Compilation of Financial Reports Statements.



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DIRECTORATE: FINANCE

Position : Accountant Immovable Assets

Ref no : FIN/ASS/002

Salary : R 410 688. per annum (Task grade 12)

Benefits: Applicable to a grade 3 Municipality

Minimum requirements:

- Grade 12
- National Diploma (NQF6) in Financial Accounting or any finance related qualification.
- Qualification on Property Asset Management and Property Valuation will be an added advantage
- Computer literacy
- 2-3 years relevant work experience in Asset Management.
- Basic working knowledge and experience of applicable local government legislations e.g MSA, MFMA and others as applicable
- Certificate in CPMD/MFMP is compulsory or candidate must attain the minimum competency level within 18 months from the date of appointment

Key responsibilities but not limited to:

- Record immovable fixed assets by creating and supervising a system of procedures, forms, and controls;
- Perform depreciation and impairment
- Conduct verification of all assets/capital projects completed and those in progress.
- Perform monthly reconciliation of immovable fixed asset subsidiary ledger balance with summary-level account in the general ledger.
- Prepare audit schedules/file and supporting documents for the auditors during the annual financial statement audit;
- Prepare audit schedules/file and supporting documents for the auditors during the annual financial statement audit;

DIRECTORATE: INFRASTRUCTURE

Position : Data Capturer (EPWP)

Ref no: INFR/RS/006

Salary: R 294 660. Per annum (Task grade 10)

Benefits: Applicable to a grade 3 Municipality



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Minimum requirements:

- Grade 12
- NQF Level 5 or higher Certificate qualification in office administration / Administrative Management Assistance or equivalent qualifications as approved by SAQA.
- Computer literacy

Key responsibilities but not limited to:

- Registration and capturing of projects on the Relevant System
- Capturing of EPWP related information.
- Records Management
- Provide administration support
- Reporting EPWP environment and culture, infrastructure, social and enterprise development on EPWP reporting system on monthly basis to both the Provincial and National Department of Public Works.

DIRECTORATE: INFRASTRUCTURE

Position : Artisan Plumber (Water and Sanitation)

Ref no : INF/WS/003

Salary : R 249 228. per annum (Task grade 9)

Benefits: Applicable to a grade 3 Municipality

REQUIREMENTS

- Grade 12 or equivalent
- N4 Level plumbing certificate
- Plumbing trade test Certificate
- Valid Driver's Licence.
- Computer literacy

KEY RESPONSIBILITIES (but not limited to:)

- Install underground sanitary drainage and water supply piping systems.
- Install hot water cylinders and hydro boils.
- Install and repair water closet and hand wash basins
- Assist pipe fitters in the layout, assembly and installation of pipe fixtures for water and air systems.



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- Provide technical support in the provision of water and sanitation services.
- Provide technical support in the maintenance of water and sanitation network, sewer ponds and infrastructure.
- Coordinates activities associated with troubleshooting/fault finding reasons for disruption in the supply of water.

DIRECTORATE: INFRASTRUCTURE

Position : Project Management (PMU) Technician

Ref no: INFR/PMU/002

Salary: R 495 744. Per annum (Task grade 14)

Benefits: Applicable to a grade 3 Municipality

Minimum requirements:

- Grade 12
- NQF Level 6 or 7 qualification in Civil Engineering or building sciences or quantity surveying.
- Computer literacy
- Registered with ECSA or SACPCMP as professional technician or candidate technician will be an added advantage
- 2-3 years post-graduation project management experience.

Key responsibilities but not limited to:

- Provide technical support in the administration of capital projects.
- Supervise and monitor contractors on site on behalf of the PMU Manager/ Municipality.
- Coordinate regular progress project stakeholder meetings
- Provide technical support to the PMU Manager on projects planning and design.
- Perform administrative related activities associated with PMU.

DIRECTORATE: COMMUNITY SERVICES

Position : Secretary

Ref no : HS/020

Salary : R294 660. per annum (Task grade 10)

Benefits: Applicable to a grade 3 Municipality



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Minimum requirements:

- Grade 12
- NQF Level 6 qualification in office administration / secretary or equivalent qualifications.
- Computer literacy
- 2-3 years relevant secretarial experience

Key responsibilities but not limited to:

- Provide secretarial support services to the Department.
- Supporting Units by performing numerous duties including writing of correspondences, emailing and handling customers/ visitors.
- Managing diary of the Senior Manager.
- Scrutinizes documents to determine action / information required.
- Effective records keeping for safe-guarding and easy retrieval of information.
- Effective provision of goods and services for the smooth running of the office.

DIRECTORATE: COMMUNITY SERVICES

Position : Horticulturist

Ref no : COM/ENV/004

Salary : R 261 708. Per annum (Task grade 9)

Benefits: Applicable to a grade 3 Municipality

Minimum requirements:

- Matric (Grade 12)
- National Diploma (NQF Level 6) relevant qualification in Horticulture or landscaping technology.
- Computer Literacy
- 2-3 years' experience in horticulture activities
- Valid Driver licence



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Key responsibilities but not limited to:

- Responsible for the horticultural maintenance and development of open spaces, parks, sports-field, street trees and municipal gardens
- Planning and implementation of new developed municipal areas.
- Conduct inspection and maintenance on nurseries and plants
- Liaise with SCM with the procurement of equipment's and materials for horticulture
- Perform administrative related functions associated with horticulture

Position : Disaster Coordinator

Ref no : HS/018

Salary : R410 688. Per annum (Task grade 12)

Benefits: Applicable to a grade 3 Municipality

Minimum requirements:

- Matric (Grade 12)
- National Diploma (NQF Level 6) relevant qualification in Disaster (Risk) Management
- Computer Literacy
- Valid Driver licence
- 2-3 years' experience in Disaster management

Key responsibilities but not limited to:

- Establish integrated institutional capacity within the Municipality to enable the effective implementation of disaster management policy and regulations
 - Compilation of risk specific disaster management plans for Greater Taung Municipality
 - Ensure effective and appropriate disaster response and recovery
 - Conduct recruitment, training and capacity building of volunteers and other role players to participate in disaster management.
 - Establishing networks of cooperation and communication between the various participants involved with disaster management at Greater Taung Municipality.
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DIRECTORATE: COMMUNITY SERVICES

Position : Chief Traffic Officer

Ref no : COM/TRAF/001

Salary : R 675 756. Per annum (Task grade 16)

Benefits: Applicable to a grade 3 Municipality

Minimum requirements:

- Grade 12
- Relevant Degree or B-Tech (NQF 7) qualification in Traffic Management
- Firearm proficiency
- Driver's license
- Computer literacy
- No criminal record
- 3-5 years' experience in traffic law enforcement/management

Key responsibilities but not limited to:

- Management of Traffic services to ensure consistent enforcement of road traffic regulations, speed limits, vehicle registration and driver licensing compliance
- Developing and implementing comprehensive traffic Management Plans to address congestions issues, particularly in high traffic areas.
- Leading the development and execution of road safety campaigns to educate the public on traffic rules and safe driving practices
- Infrastructure management by monitoring the condition of traffic infrastructure and advocating for necessary repairs or upgrades.

DIRECTORATE: COMMUNITY SERVICES

Position : Superintendent: Law Enforcement

Ref no : COM/TRAF/002

Salary : R 410 688. Per annum (Task grade 12)

Benefits: Applicable to a grade 3 Municipality

Minimum requirements:

- Grade 12
- Relevant NQF 6 qualification (National Diploma) in Traffic Management
- Valid driver's license
- Computer literacy



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- 3-5 years' experience in traffic law enforcement/management

Key responsibilities but not limited to:

- Enforce traffic laws and regulations, issuing warnings or fines for violations.
- Supervise and direct the work of traffic officers, ensuring they are performing their duties effectively and safely.
- Coordinate traffic control efforts with other Departments or agencies involved in events or projects.
- Ensure the safety of traffic officers and the public by implementing appropriate safety measures.
- Attending to warrants of arrests issued
- Draw up a weekly plan with immediate subordinates

DIRECTORATE: COMMUNITY SERVICES

Position : Superintendent: Testing and licensing

Ref no : COM/TRAF/002

Salary : R 410 6882. Per annum (Task grade 12)

Benefits: Applicable to a grade 3 Municipality

Minimum requirements:

- Grade 12
- Relevant NQF 6 qualification (National Diploma) in Traffic Management
- Valid driver's license
- Computer literacy
- 3-5 years' experience in traffic law enforcement/management

Key responsibilities but not limited to:

- Plan and control activities in the Vehicle testing Station
- Ensure compliance in line with Public Safety licensing Delivery Services, National Road Traffic Act and Municipal Finance Management Act.
- Communicating with the Chief Traffic Officer on specific Key performance areas (Learners testing and motor licensing, communication and quality assurance).



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Compile and facilitate relevant contracts for procurement of goods, services and rentals within vehicle testing Station to ensure that they are aligned to the procurement and municipal financial Act.

DIRECTORATE: SPATIAL PLANNING

Position : LED (Local Economic Development) Officer

Ref no : HS/007

Salary :R 294 660. Per annum (Task grade 10)

Benefits: Applicable to a grade 3 Municipality

Minimum requirements:

- Grade 12
- National Diploma (NQF Level 6) in Business Admin or Management/Economic Developmental Studies or relevant equivalent qualification Valid driver's license
- Computer literacy
- 3-5 years' experience in in a Local Economic Development field

Key responsibilities but not limited to:

- Assist in the implementation of Tourism programmes within the LED Strategy
- Initiate enterprise development initiatives through skills development programmes.
- Provide business advices to the new and existing entrepreneurs.
- Liaise with sector departments and private institutions regarding client's enquiries.
- Liase with business associations and forum within the municipality
- Provide administration support in the LED Unit

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



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

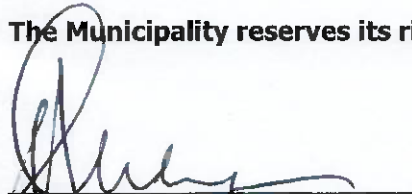
CLOSING DATE: 15 August 2025 AT 12:00 Noon. No late applications will be accepted

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

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

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

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



MR M.A MAKUAPANE