

INTERNAL MEMORANDUM

ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

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NOTICE NUMBER: 02/2023/2024 INTERNAL AND EXTERNAL (NATIONAL)

Metsimaholo Local Municipality, an employment equity employer, with its Head Office situated in Sasolburg, is looking for suitably qualified persons to fill the under-mentioned posts:

FULL DETAILS OF THE ADVERTISED POSITIONS AND THEIR JOB SPECIFICATION ARE OBTAINABLE ON THE MUNICIPAL WEBSITE (www.metsimaholo.gov.za)

OFFICE OF THE MUNICIPAL MANAGER

**POSITIONS: MANAGER IDP & PMS
NETWORK ADMINISTRATOR
COMMUNICATION AND WEBSITE MANAGEMENT CONTROLLER
SENIOR ADMIN OFFICER - OFFICE OF THE MUNICIPAL MANAGER**

DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

**POSITIONS: MANAGER ADMINISTRATION SERVICES
ASSISTANT MANAGER HUMAN RESOURCES**

DIRECTORATE: FINANCIAL SERVICES

POSITIONS: MANAGER SUPPLY CHAIN MANAGEMENT

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING

**POSITIONS: SENIOR COORDINATING OFFICER - HOUSING AND PROPERTIES
(DENEYSVILLE / ORANJEVILLE)**

DIRECTORATE: SOCIAL SERVICES

**POSITIONS: MANAGER WASTE MANAGEMENT
ASSISTANT MANAGER HORTICULTURIST AND GROUNDS**

The above advertised positions are Permanent Employment Contract stationed at the Head Office: Main Municipal Building in Sasolburg – Fichardt Street, **unless stated otherwise**.

Attached also is the prescribed application form (**Annexure B**) of the Local Government Municipal Staff Regulations, which can be obtained at the Human Resources Division Room 108 or can be downloaded on the Municipal Website (www.metsimaholo.gov.za).

All applications **must** be in the Prescribed Application Form, including comprehensive CV with originally certified copies of qualifications (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof), driver's license and identity document should be directed to: Mr. F J Motloung, Acting Municipal Manager, Metsimaholo Local Municipality, P.O. Box 60, Sasolburg 1947. Applications can also be hand delivered at our Head Office in Sasolburg 10 Fichardt Street Civic Centre at Human Resources Division, first floor, main building Room 106.

Faxed, e-mailed, late applications and applications not made on the prescribed application form, Z83 applications will not be considered. Fraudulent qualifications or documentation will immediately disqualify offending applicant.

The shortlisted candidates will be subjected to, qualification verification, reference check, and criminal records checking (where applicable). Successful candidates will undergo a competency based assessment (where applicable). The incumbent will be subjected to the signing of Employment Contract on or before assumption of duty, and Disclosure of Financial Interest.

Correspondence will be limited to shortlisted candidates only. Candidates who have not been contacted within three (03) months of the closing date, should consider their application unsuccessful.

Closing date: 04 September 2023 **AT 16:00**

SIGNED OFF BY THE ACTING MUNICIPAL MANAGER : F J MOTLOUNG

NB: THE COUNCIL RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS TO THE ABOVE POSITIONS.