

Business Times

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“People’s power in action”

VACANT POSITIONS

COMMUNITY SERVICES AND PUBLIC SAFETY DEPARTMENT

Fire Brigade
Chief Fire Officer
Fire Safety Inspector
Senior Fire Fighter
Station Officers (X2)
Parks
Manager: Parks

TECHNICAL SERVICES DEPARTMENT

Water & Sanitation
Manager: Water & Sanitation
Engineering Technician
Superintendent Sewer Network (X2)
Electricity
Superintendent: Distribution

COMMUNITY SERVICES AND PUBLIC SAFETY DEPARTMENT.

SECTION – FIRE BRIGADE

CHIEF FIRE OFFICER

SALARY: R 741 942, 02 PA (EXCLUDING BENEFITS)
Post level 2 of Grade 9 Municipality

Minimum Requirements

Applicants must be in possession of: • Grade 12/ National Senior Certificate. • A relevant National Diploma or equivalent qualification in Fire Technology or Fire Engineering, Emergency Services, Disaster Management, Public Safety or related field at NQF Level 6. • A higher qualification in Fire Technology, Fire Engineering, Disaster Management, Public Administration or Municipal Management will serve as an added advantage. • Relevant fire-service qualifications, including recognised fire-fighting, rescue and incident-command training. • At least 8 years' relevant experience in fire and rescue services, of which at least 3 to 5 years must be at supervisory or management level. • A valid Code C1 driver's license. A Code EC driver's license and a Professional Driving Permit will serve as an added advantage. • Computer literacy, including MS Word, Excel, PowerPoint, and electronic reporting system. • Physical and medical fitness to perform operational fire and rescue duties where required. • No criminal record relevant to the nature of the position. • Willingness and ability to work standby duties, shifts, overtime, weekends and public holidays, and respond to emergencies at short notice.

Recommended/ Added Advantage Requirements

The following strengthen an application: • Registration or affiliation with a recognised fire-services professional body or institute. • Training in incident command systems, hazardous-materials response, urban search and rescue, fire investigation, fire prevention and fire-safety inspections. • Knowledge of municipal fire-safety by-laws, building fire-safety requirements, disaster-risk reduction and emergency preparedness. • Experience in managing fire stations, emergency-control-room operations, fire-fighting fleet, equipment, protective clothing and operational readiness system. • Experience in preparing operational reports, business plans, budgets, risk assessments and council or management submissions.

Core Competencies: The incumbent must demonstrate competencies consistent with the Municipal Regulations framework and the operational requirements of a senior fire-service post including:

Core Professional Competencies: • Fire and rescue operations management. • Incident command and emergency-scene leadership. • Fire prevention, fire-safety inspections and public education. • Disaster-risk reduction and emergency preparedness. • Knowledge and interpretation of fire-services legislation, municipal by-laws and occupational health and safety requirements. • Operational planning, resource deployment and performance monitoring.
Public Service Orientation Competencies: • Service-delivery orientation. • Community engagement and public-safety awareness. • Integrity, ethical conduct and accountability. • Responsiveness during emergency and disaster incidents.
Management and Leadership Competencies: • Strategic and operational planning. • People management and discipline. • Financial and asset management. • Risk management and compliance. • Report writing and presentation skills. • Conflict management and decision-making under pressure.
Personal Attributes: • Emotional resilience. • Physical and mental alertness. • Attention to detail. • Assertiveness and sound judgement. • Ability to work independently and as part of a multidisciplinary emergency-services team. • Commitment to Batho Pele principles and professional municipality.

Key Performance Areas

The successful candidate will be responsible for, among others: • Managing the day-to-day operations of the Fire and Rescue Services Division. • Ensuring operational readiness of personnel, vehicles, equipment, protective clothing, communication systems and fire stations. • Taking command or ensuring effective command at major fire, rescue, hazardous-materials and emergency incidents. • Developing, implementing and monitoring fire-prevention, fire-safety, inspection and public-awareness programmes. • Enforcing applicable fire-safety legislation, municipal by-laws, policies and standard operating procedures. • Supporting municipal disaster-risk management planning, emergency preparedness, response and recovery activities. • Managing fire-service personnel, including supervision, training, performance management, discipline, occupational health and safety and staff development. • Preparing and managing the divisional budget, procurement input, fleet requirements, equipment replacement plans and operational expenditure. • Coordinating mutual-aid the arrangements and cooperation with district, provincial and national emergency-services stakeholders. • Preparing monthly, quarterly and annual reports on fire-service performance, incidents, risks, compliance and service-delivery challenges. • Conducting or overseeing investigations into fires, incidents and operational failures where required. • Ensuring compliance with the Fire Brigade Services Act, Disaster Management Act, Occupational Safety and Health Act, relevant municipal by-laws, approved policies and applicable local government framework. • Advising management and Council structures on fire-risk trends, emergency-service capacity, fire-safety compliance and required interventions. • Promoting a culture of discipline, professionalism, safety, accountability and community-centred service delivery.

Purpose of the Position: To manage, lead and coordinate the Fire and Rescue Services function of Moghaka Local Municipality by ensuring effective fire prevention, fire suppression, rescue services, emergency response, hazardous-materials response, disaster-risk support, public fire-safety education, enforcement of applicable fire-safety legislation and by-laws, and the efficient utilization of human, financial, fleet, and operational resources.

The incumbent will be responsible for ensuring that the municipal fire service is responsive, legally compliant, professionally managed, community-focused and aligned to local government service-delivery objectives.

Knowledge Required

Applicants must have sound knowledge of:

• Fire Brigade Services Act, 99 of 1987. • Disaster Management Act, 57 of 2002. • Occupational Health and Safety Act, 85 of 1993. • National Veld and Forest Fire Act, 101 of 1998. • Local Government: Municipal Systems Act, 32 of 2000. • Local Government: Municipal Staff Regulations, 2021. • Municipal Finance Management Act, 56 of 2003, as it relates to budget control, procurement and asset management. • Municipal fire-safety by-laws and applicable standard operating procedures. • Incident command, emergency response, rescue operations and public fire-safety education.

Special Conditions Attached to the Post: • Be available for standby duties and emergency call-outs on -hour basis required. • Work outside normal working hours during emergencies, disasters, special events and operational requirements. • Undergo medical, physical fitness, security, qualification, reference and driver's license verification. • Maintain confidentiality, ethical conduct and professional discipline. • Be prepared to travel within and outside the municipal area for official duties, mutual-aid operations, training and emergency response.

SECTION: FIRE BRIGADE

FIRE SAFETY INSPECTOR

SALARY: R 463 327, 55 PA (EXCLUDING BENEFITS)

Post level 6 of Grade 9 Municipality

Minimum Requirements: • Grade 12/Matric Certificate. • A National Diploma in Fire Technology (NQF Level 6) or equivalent. • Basic Fire Fighting. • Fire Instructor. • Peace Officer Course • Interim Code Relating to Fire Prevention and Flammable Liquids and Substances (By-Laws) • 3-4 years' experience. • Code EC driver's license.

Key Performance Area: • Conducts inspections tasks/activities associated with the provision of Fire Protection, Safety Practices and Procedures. • Developing a personal work schedule to prioritize inspections required by legislation, complaints and

routine inspections, to ensure on-going compliance with relative legislation and service delivery. • Attending meetings with developers to clarify fire protection requirements and ensure implementation, and attending departmental meetings with Supervisor and providing input/guidance. • Compiling & preparing incident and fire investigation reports where investigated, and submits reports, submissions and memorandums to immediate Supervisor for further reporting. • Liaising with municipal officials and attend to complaints regarding illegal burning, spray-painting, unsafe practices, obstructed exits etc. and conducting the relevant inspections and reports. • Controlling and coordinating of all certificates of registration records and filling accordingly for ease retrieval. • Initiate and deliver all reports pertaining to inspections and other business, illegal dumping, etc. and charges for completed inspections and OCR's issued. • Presenting displays using resources such as displays booths, pamphlets, Videos, slides and photographs. • Engaging with the general public and ensuring questions and queries are answered efficiently and promptly. • Distribution of fire safety pamphlets/educational material at presentations, open houses, fairs and through mail to support and encourage public within the Metro in keeping with Batho Pele principles. • Attending small business workshops and make the public aware of the need to comply with fire safety By-Laws and the risk and impact of not complying.

Physical Requirements of the Post: • Specific physical attributes, which can become essential, necessitates that the incumbent be physically fit and able bodied.

Job Purpose: Implements Fire Safety Plans and Procedures through conducting of specialized fire safety inspections associated with contributing to the prevention of and the reduction in the incidence and severity of fires and other threatening dangers; conducting joint operations with other departments e.g. Metro Policies, SAPS, etc. and undertaking high-level technical and administrative functions associated with the fire safety function.

Special Conditions Attached to the Post: While performing these duties, you may be exposed to fumes or airborne particles, moving mechanical parts and vibrations. • Occasionally exposed to a variety of extreme conditions at construction sites i.e. noise, parks. • Required to be out in all-weather conditions, i.e. pouring rain, windy, exposure to sunlight. • Required to drive/travel during the day to the intended place of work within his/her area of jurisdiction. • May also be required to play the role of driver, due to lack of resources, transporting their colleagues to their required duty location. • Must also avail his or herself to perform the duties of van driver (as and when required by management).

SECTION: FIRE BRIGADE

POSITION: SENIOR FIRE FIGHTER X2

SALARY: R 344 444, 79 PA (EXCLUDING BENEFITS)

Post level 8 of Grade 9 Municipality

Minimum Requirements: • Grade 12 or higher. • Relevant Firefighter Certificate. • Pump Operator / Aerial Appliance qualification. • Higher Certificate in Fire Technology (Fire Services) • Fire Prevention Course. • Firefighter I & II Certificate. • Fire Service Instructor 1- (to be obtained within 12 of appointment). • High Angle Rescue. • First Aid Level 3. • Fire Investigation. • Hazmat Awareness. • Hazmat Operational / Fire & Rescue. • Physically and Mentally Fit. • Medical Test NFPA 1582. • No Criminal Record. • 4 years operational experience of which 2 years must be at Firefighter 2 level.

Physical Requirements: • Reasonable level of fitness with no extreme cardiac or respiratory anomalies. • Ability to perform strenuous duty for prolonged periods in extreme weather conditions and Firefighters situations. • Physical strength, endurance and agility to adequately demonstrate and instruct firefighters in equipment using and firefighting techniques. • Need to pass all required medical test prior to being employed.

Competencies

Core Professional Competencies: • Community and Customer Focus, Problem Solving, Negotiation and Influencing, Communication, Ethics and Professionalism.

Functional Competencies: • Fire Fighting, Rescue Operations, Special Operations (Hazmat, Urban Search and Rescue), Fire Safety and Prevention, Safety and Welfare, Emergency Medical Care, Call Taking and Dispatch.

Public Service Orientation Competencies:

• Interpersonal Relationships, Service Delivery Orientation.
Personal Competencies: Action and Outcome Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation, Problem Solving.
Management/ Leadership Competencies: Impact and influence, Team Orientation, Direction Setting, Coaching and Mentoring.

Key Performance Areas: • Bring emergency situations under control in accordance with legislative requirements (Occupational Safety and Health • Administration, Fire Brigade Services Act 99/87, South African Standard 10090/93) • Ensure immediate and safe use of vehicle and equipment during emergency situations. • Ensure that the skills and knowledge obtained by subordinate personnel contribute to efficiency and effectiveness. • Ensure proper record keeping and flow of communication. • Ensure response readiness at all times.

Special Conditions Attached to the Post: • Must be willing to work irregular hours with specific reference to shift work, call outs and job-related availability always in cases of emergency. • Must pass psychological test required. • Must be able to conform to all requirements with regards to working environments associated with the post. • Required to work shifts. • Interchangeable with other functions i.e. Operations, Fire and Life Safety and Training, as and when required by the Chief Fire Officer. • Ability to communicate in at least two of three official languages of the Western Cape.

SECTION-FIRE BRIGADE

POSITION: STATION OFFICER X2

SALARY: R 463 327, 55 PA (EXCLUDING BENEFITS)

Post level 6 of Grade 9 Municipality

Minimum Requirements: • Grade 12. • Diploma or Higher Certificate in Fire Technology or equivalent qualification. • Officer 1 or 2 Course • At least seven (7) years of operational Firefighting experience, of which three (3) years must be at a supervisory level. • Basic Ambulance Assistant qualification and registration with Health Professions Council of South Africa (HPCSA). • Hazmat Technician, Fire Instructor, Fire Officer and Incident Command System certificate will be an added advantage. • Computer Literacy (MS Word, Excel and PowerPoint). • Ability to speak, read and write English and at least one other official language. • Valid Code EC (Code 14) driver's licence.

Knowledge and Skills: • Knowledge of the Fire Brigade Services Act and Regulations. • Know of SANS and NFPA codes applicable to fire prevention and emergency services. • Fire equipment inspection and maintenance. • Good report-writing, communication and interpersonal skills. • Planning, organising and problem-solving skills. • Leadership and people management skills.

Key Performance Area: • Manage and supervise all activities at the fire station. • Coordinate firefighting, rescue and emergency operations. • Ensure compliance with fire safety legislation, municipal policies and procedures. • Manage station personnel, training and performance. • Ensure maintenance and readiness of fire vehicles and equipment. • Prepare monthly, quarterly and annual reports. • Manage budgets and resources allocated to the fire station. • Conduct fire prevention and public awareness programmes.

Inherent Requirements: • Must be physically fit and medically suitable to perform firefighting duties. • Must be willing to work shifts, overtime and emergency call-outs. • No criminal record.

SECTION – PARKS

MANAGER: PARKS

SALARY: R 832 378, 41 PA (EXCLUDING BENEFITS)

Post level 1 of Grade 9 Municipality

Minimum Requirements: • Grade 12/Matric Certificate. • A three-year tertiary qualification, National Diploma in Environmental. • Minimum of 3-5 years' experience in parks and recreation and management level. • Excellent communication and presentation skills. • A valid driver's license. • Candidates must have knowledge in local government. • Computer literacy (MS Word, PowerPoint and Excel) • Ability to speak, read and write two of the three languages (Sesotho, English and Afrikaans).

Key Performance Area: • Oversee the planning, development, and maintenance of parks, playgrounds and open spaces. • Ensure parks and recreational facilities are safe, clean and well-maintained. • Implement Strategies for sustainable park management, including water conservation and energy efficiency. • Coordinate with landscaping teams to enhance the aesthetic appeal of public spaces. • Develop and implement programs to protect and enhance local biodiversity. • Monitoring and manage natural habitats, wildlife, and ecosystems within the community. • Collaborate with environmental organisations and

government agencies to promote conservation efforts. • Educate the public on biodiversity and environmental stewardship. • Oversee the operation and maintenance of cemeteries, ensuring they are respectful and well-kept. • Manage burial records, plot allocations, and cemeteries database. • Plan and implement cemeteries expansions or improvements as needed. • Ensure compliance with regulations and standards for cemeteries management. • Develop and promote cultural programs, events, and initiatives that reflect the community's diversity and heritage. • Support local artists, performers, and cultural organizations. • Organize festivals, exhibitions, and workshops to engage the community in cultural activities. • Foster partnerships with cultural institutions and stakeholders. • Plan and implement sports and recreational programs for all age groups and abilities. • Manage sports facilities, including gyms, pools, and sports fields, ensure they are accessible and well-maintained. • Promote active lifestyles and community participation in sports and recreation. • Coordinate with local sports clubs and organizations to support community sports initiatives. • Develop strategies plans for the long-term development of parks, biodiversity, cemeteries, culture, sports and recreation services. • Prepare and manage budgets, ensuring efficient use of resources. • Seek funding opportunities, grants, and sponsorships to support programs and projects. • Engage with the community to understand their needs and preferences for parks, cultural, sports and recreational services. • Build relationships with stakeholders, including local government, community groups, and private organisations. • Address public enquiries, complaints, and feedback related to service under their purview. • Develop and implement policies and procedures related to parks, biodiversity, cemeteries, culture, sports and recreation. • Ensure compliance with local, state and federal regulations and standards. • Monitor and evaluate the effectiveness of programs and services, making improvements as needed. • Lead and manage a team of staff, including parks rangers, maintenance workers, program coordinators, and administration personnel. • Promote training and professional development opportunities for staff. • Foster a positive and collaborative work environment. • Promote sustainable practices in all areas of responsibility, including waste, reduction, energy efficiency, and green infrastructure. • Explore innovative solutions and technologies to enhance service delivery and community engagement. • Develop and implement emergency response plans for parks, cemeteries, and recreational facilities. • Ensure safety protocols are in place and regularly reviewed.

TECHNICAL SERVICES DEPARTMENT

SECTION – WATER AND SANITATION

MANAGER: WATER AND SANITATION

SALARY: R 832 378, 41 PA (EXCLUDING BENEFITS)

Post level 1 of Grade 9 Municipality

Requirements: • Grade 12 / Matric certificate. • National Diploma or Degree in Civil Engineering, Water Care, Water and Sanitation, or related qualification. • Trade Test in Plumbing or Water Reticulation will be an added advantage. • Minimum of 3–5 years relevant experience in water distribution, water services, or municipal infrastructure maintenance. • Supervisory experience in managing teams and water operations. • Valid Code B driver's license. • Computer literacy in MS Office applications. • Knowledge of water reticulation systems, pump stations, reservoirs, and maintenance procedures. • Understanding of relevant legislation and standards applicable to water services, including: • Water Services Act Occupational Health and Safety Act Municipal systems and infrastructure regulations • Good communication, administrative, and report-writing skills. • Ability to work under pressure and after-hours when required.

Key Performance Areas: • Supervise maintenance and operation of water reticulation infrastructure. • Coordinate repair of leaks, bursts, valves, pipelines, and related infrastructure. • Monitor water losses and ensure uninterrupted water supply. • Supervise employees, contractors, and daily operational activities. • Ensure compliance with safety standards and municipal policies. • Prepare operational reports and maintenance schedules. • Attend to community complaints and service delivery issues. • Manage tools, equipment, vehicles, and material usage.

Competencies: • Leadership and people management. • Problem-solving and decision-making skills. • Planning and organising. • Technical and operational knowledge. • Customer service orientation.

Added Advantages: • Experience within local government or municipal environment. • Knowledge of EPWP and infrastructure grant-funded projects. • Registration with a relevant professional body will be advantageous.

Core Professional Competencies: • Water services operations management. • Sanitation and wastewater services management. • Infrastructure maintenance planning. • Water quality and wastewater compliance monitoring. • Technical problem-solving and fault diagnosis. • Asset and fleet management. • Project and contract management. • Occupational health and safety compliance. • Risk Management and service-delivery continuity.

Public Service Orientation Competencies: • Service-delivery orientation. • Community responsiveness. • Batho Pele principles. • Ethical conduct and accountability. • Commitment to safe, reliable and suitable basic services. • Effective communication with communities, councillors and internal stakeholders.

Management and Leadership Competencies: • Strategic and operational planning. • People management and supervision. • Financial and budget management. • Performance management. • Report writing and presentation skills. • Stakeholder Management. • Conflict management and decision-making. • Emergency response coordination.

Personal Attributes: • Integrity and professionalism. • Sound judgement. • Technical accuracy and attention to detail. • Ability to work under pressure. • Problem-solving orientation. • Accountability for service-delivery outcomes. • Willingness to respond to emergencies after hours.

Knowledge Required:• Constitution of Republic of South Africa, 1996. • Local Government: Municipal Systems Act, 32 of 2000. • Local Government: Municipal Structures Act, 117 of 1998. • Local Government: Municipal Finance Management Act, 56 of 2003. • Municipal Staff Regulations, 2021. • Water Services Act, 108 of 1997. • National Water Act, 36 of 1998. • National Environmental Management Act, 107 of 1998. • Occupational Health and Safety Act, 85 of 1993. • Municipal Supply Chain Management and Contract Management process. • Integrated Development Planning and Service Delivery and Budget Implementation Plan. • Water Quality monitoring and drinking water compliance requirements. • Wastewater treatment, sanitation services and environmental compliance. • Blue Drop, Green Drop and No Drop regulatory performance framework. • Asset management, infrastructure maintenance and municipal service-delivery standards.

Special Conditions Attached to the Post

The incumbent must: • Be prepared to work after hours, weekends and public holidays when required by operational or emergency circumstances. • Be available for standby duties and emergency call-outs where required. • Be prepared to travel within and outside the municipal area for inspections, meetings, training, project monitoring and official duties. • Work in environments that may include water treatment works, wastewater treatment works, pump stations, reservoirs, construction sites and emergency-service area. • Comply with all occupational health and safety requirements, including the use of protective equipment. • Undergo qualification verification, employment reference checks, criminal record checks and any other screening process. • Sign performance agreement or performance plan in line with the municipality's performance management system, where applicable.

SECTION: WATER & SANITATION

POSITION: ENGINEERING TECHNICIAN

SALARY: R 511 629, 50 PA (EXCLUDING BENEFITS)

Post level 5 of Grade 9 Municipality

Minimum Requirements: • Grade 12 with Mathematics and Science. • National Diploma in Civil Engineering. • Registered or Candidate with ECSA. • Valid driver's licence. • Computer Literacy. • 10 years of experience as a Junior Management level applicable.

Key Performance Areas: • Inspect ground and reservoirs for structural integrity leaks and contaminated risk. • Development and update of Operations and Maintenance Plan. • Investigating customer complaints. • Assist in pressure management. • Responsible for Blue Drop, Green Drop, No Drop and maintain its criterion. • Submit the water balance and water loss to the revenue section on monthly basis. • Development of Standard Operating Procedures (SOP). • Manage the project which are externally funded and or internal funded. • Prepare monthly reports. • Make inputs on budget and IDP. • Functional Competencies. • Discipline Specific Skills: People Management. • Task Management. • Workplace Safety. • Budgeting. • DWS Regulations • Ability to development of WSDP to be aligned with IDP. • Ability in ensuring the Blue Drop, Green Drop and No Drop

are compiled with regulation 3630.

Public Service Orientation Competencies:

• Interpersonal Relationships Skills. • Communication Skills. • Service Delivery Orientation.

Personal Competencies:

• Resilience. • Ethics and Accountability.

Management / Leadership Competencies:

• Direction Setting. • Impact and Influence. • Coaching and Mentoring Skills. • Team Orientation Skills.

Inherent Job Requirements: • Must be prepared to work after hours and weekend when needed or requested to do so.

SECTION: WATER & SANITATION

POSITION: SUPERINTENDENT SEWER NETWORK X2

SALARY: R 463 327, 55 PA (EXCLUDING BENEFITS)

Post level 6 of Grade 9 Municipality

Minimum Requirements: • Grade 12 with Mathematics and Science. • National Diploma in Civil Engineering. • Registered or Candidate with ECSA. • Eligible to register with ECSA. • Valid driver's licence. • Computer Literacy. • 5 years of experience as Network Superintendent.

Key Performance Areas:

• Sewer network inspection. • Responsible for the empty of VIP. • Repair of collapsed sewer line. • Attend to public complaints. • Responsible to allocate job to the team. • Responsible for providing subordinates with the tools of trade. • Monitor the work done by the external contractor. • General administration (monthly reports, overtime and capturing of orders. • Responsible for Green Drop and maintain its criterion.

Functional Competencies:

• Discipline Specific Skills. • People Management. • Task Management. • Workplace Safety. • Budgeting. • DWS Regulations • Ability to development of WSDP to be aligned with IDP. • Ability in ensuring the Blue Drop, Green Drop and No Drop are compiled with regulation 3630.

Public Service Orientation Competencies:

• Interpersonal Relationships. • Communication. • Service Delivery Orientation.

Personal Competencies:

• Resilience. • Ethics and Accountability.

Management / Leadership Competencies:

• Direction Setting. • Impact and Influence. • Coaching and Mentoring • Team Orientation.

Inherent Job Requirements: • Must be prepared to work after hours and weekend when needed or requested to do so.

SECTION – ELECTRICITY

SUPERINTENDENT: DISTRIBUTION

SALARY: R 463 327, 55 PA (EXCLUDING BENEFITS)

Post level 6 of Grade 9 Municipality

Minimum Requirements: • NTC I or grade 10+ Qualified Electrician • Code C (old 10) driver's license with PDP.

Basic Computer Literacy: MS Word / Excel be an added advantage • Minimum 3 years' experience • Ability to record jobs done for Job Card purposes • Good verbal communication skills • Good interpersonal relations skills • 3-5 years applicable.

Key Performance Areas:

• Manage the Distribution Section

• Distribution of Electricity • Maintenance of the Electrical Network.

Core Professional Competencies: • Problem Solving: • Planning and Organising • Organisational Awareness.

Functional Competencies: • Discipline Specific Skills • People Management • Task Management • Workplace Safety • Budgeting.

Public Service Orientation Competencies:

• Interpersonal Relationships • Communication • Service Delivery Orientation.

Personal Competencies: • Action and outcome orientation • Resilience • Ethics and Accountability.

Management / Leadership Competencies:

• Direction Setting • Impact and Influence • Coaching and Mentoring • Team Orientation.

Functions: • Discipline Specific Skills • People Management • Task Management • Workplace Safety.

Public Service Orientation Competencies: • Interpersonal Relationships • Communication • Service Delivery Orientation.

CORPORATE SUPPORT SERVICES DEPARTMENT

SECTION – ICT

FINANCIAL SYSTEMS ADMINISTRATOR

SALARY: R409 251.46 PA (EXCLUDING BENEFITS)

Post level 7 of Grade 9 Municipality

Requirements: • Grade 12 (Matric), National Diploma Financial Information Systems. B-Tech Information Technology will be an added advantage. • 3-5 years' relevant experience in the administration of financial system or financial system audit • Functional experience in SQLAR, PAYDAY System and CASEWARE will be and added advantage. • Knowledge of system integration, MFMA, Treasury Regulations, Budgeting process, Analytical methods and statistical theories. • Good communication and telephone skills, Intermediate computer and report writing skills & Good planning and organization skills • Valid drivers license.

Key performance areas: • Running of monthly financial schedules and reports • Monthly closing if the financial systems to enable finance officials to run their reports. • Assist in exporting budget related financial reports from the system and distribution them to users. • Assist in clearing of the system for uploading of the new budget for new financial year • Assist the during the budget. • Coordinate user management processes of the financial systems. • Perform the technical functions of the financial systems. • Coordinate administration for financial systems. • Manage administrative resources relating to financial systems.

Competencies:

• Good Interpersonal relationship skills; Analytical thinking, Verbal and written communication, Sound organizing and planning, Organizational awareness; Information Strategy; Technical Strategy & Planning; Business Communication; Ethical Conduct; Consulting; Monitoring & Control; Business Change Management; Data Conversion; Installation & Integration; User Support; Ability to work independently through multiple concurrent projects with minimal supervision; Ability to understand and confirm to process and workflow disciplines in a small IT team environment, Innovative, resourceful with sound analytical and problem-solving skills and Time management.

INHERENT REQUIREMENT OF THE POST

Qualified IT Technician

Applications: Applications must be submitted on the prescribed municipal application form obtained from Moghaka Local Municipality's website or Human Resources Office, accompanied by: • A comprehensive CV. • Certified copy of qualifications. • Certified copy of identity document. • Certified copy of driver's license.

Applications must be addressed: The Municipal Manager, Moghaka Local Municipality Hill Street, P.O. Box 302, Kroonstad, 9500

Closing Date: Friday, 21 August 2026

Enquiries: Human Resources: Mr Mojaelela Makate Land line 056 2169155 Mrs Irene Selebogo Land Line 056 2169411

Important Notes: • Canvassing of councillors or officials will result in disqualification.

The municipality reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only. Applicants who do not receive feedback within 3 months after the closing date should regard their application as unsuccessful.

Appointment will be subject to verification of qualifications, employment history, criminal record, reference checks and any other applicable screening process. Moghaka Local Municipality is an equal opportunity and affirmative action employer. Preference may be given to suitably qualified candidates in line with the municipality's Employment Equity Plan. The successful candidate will be required to comply with the Code of Conduct for Municipal Staff Members and all applicable municipal policies.