



# CAPRICORN DISTRICT MUNICIPALITY

41 Biccard Street, Polokwane, Limpopo

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## VACANCIES

**DEPARTMENT:** STRATEGIC EXECUTIVE MANAGEMENT SERVICES

**POSITION:** COMMITTEE COORDINATOR

**LEVEL:** 8

**SALARY SCALE:** R333 753.93 – R368 649.85

**WORK STATION:** 41 BICCARD (HEAD OFFICE)

**QUALIFICATION & EXPERIENCE:** Grade 12, Relevant post matric qualification, preferably an administration or secretariat diploma or equivalent. Computer Literacy MS:Office. 3-5 years administrative experience required. Local government experience will be an added advantage.

**KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTE:**

Knowledge of municipality committee and meeting procedures and protocol; ability to communicate complex information in understandable documents for specific audiences. Basic reading and writing skills for sorting and delivering communication to correct departments / councillors.

**KEY PERFORMANCE AREAS:** Co-ordinates the logistical and procedural requirements for Council and Committee Meetings; provision of secretariat support through the application of laid down meeting procedure; accessing and making available information, translating documents and performing related administrative sequences, and related administrative tasks and monitoring and supervision. Communicate with internal departments in respect of the catering requirements and / or stationery and equipment needed for specific sessions; and Compiles and distribute the Execution Letter in order to make follow up on implementation of resolutions agreed upon. With reference to Council's schedule of meetings, arrange and confirm venues with due consideration given to the number of delegates attending and facilities required; and Allocate secretarial resources in accordance with the status and complexity of meetings and submit completed schedules for approval and execution.

**DEPARTMENT:** STRATEGIC EXECUTIVE MANAGEMENT SERVICES

**POSITION:** PERFORMANCE AUDITOR

**LEVEL:** 7

**SALARY SCALE:** R377 963.02 – R417 268.44 (EXCLUDING BENEFITS)

**WORK STATION:** 41 BICCARD STREET ( HEAD OFFICE)

**QUALIFICATION & EXPERIENCE:** Grade 12, A relevant 3 year tertiary qualification in Auditing or Internal Audit as a major and or equivalent performance auditing qualification. Registration with recognised professional body. Computer literacy: MS Office. 2-5 years experience in auditing/performance auditing

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Planning and organising skills, attention to detail and analytic thinking skills. Ability to document Audit working papers and issue audit expectations or findings. Ability to conduct analytical review on the audit work papers and interprets information adequately. Ability to complete tasks efficiently, in accordance with audit methodology.

**KEY PERFORMANCE AREAS:** Evaluate the adequacy and effectiveness of the municipal internal control system. Plan performance audit projects in line with the approved audit plan. Implement the approved audit plan and report on implementation of the audit projects. Assist in coordinating Performance Audit Committee meetings. Provide support to local municipalities. Assist in coordination of Auditor General processes. Prepares notification letters engagements / aligned to scope and audit objectives of annual audit plan; Prepare engagement letter and sign off as preparer; Ensuring that all approved audit steps are completed and signed off; Preparation of the draft audit report with reflection of management comments and auditor's response;

**DEPARTMENT:** STRATEGIC EXECUTIVE MANAGEMENT SERVICES

**POSITION:** EXECUTIVE SECRETARY TO THE MUNICIPAL MANAGER

**LEVEL:** 9

**SALARY SCALE:** R280 991.92 – R333 753.93 (EXCLUDING BENEFITS)

**WORK STATION:** 41 BICCARD STREET, (HEAD OFFICE)

**QUALIFICATION & EXPERIENCE:** Grade 12, Computer literacy: MS Office, Office Administration, 5-8 years' relevant experience with supervisory experience.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Specialised knowledge of administrative processes and office management procedures within a functional area; Knowledge of Archive Act. Ability to articulate a message in an understandable and convincing manner. Ability to communicate complex ideas to others in an understandable way. Ability to use features MS Office packages; Ability to process data utilising various computer software; Preparation of considered, high quality written communications e.g letters, memorandum, e-mails, reports and other correspondence, both internal and external to the organisations.

**KEY PERFORMANCE AREAS:** Arranging meetings with internal and external stakeholders; Assist the Municipal manager in drafting correspondence, letters and memorandum and reports; Maintaining filing systems in the office of the municipal manager; Confirmation of meetings; Managing the diary of the Municipal Manager; Attending to telephone calls in the office of the municipal

manager within the stipulated service standards; Send outay programme to Municipal Manager through SMS; Sending of incoming correspondences to Municipal Manager when he is not in the office. Ensuring that the Municipal Manager has documents to prepare for meetings, Sending of weekly plans of Municipal Manager to Executive Mayor; Provide secretarial support to Executive Managers in his/her capacity as Acting Municipal Manager.

**DEPARTMENT:** STRATEGIC EXECUTIVE MANAGEMENT SERVICES

**POSITION:** HIV AND AIDS COORDINATOR

**LEVEL:** 7

**SALARY SCALE:** R377 963.02 – R417 268.44 (EXCLUDING BENEFITS)

**WORK STATION:** 41 BICCARD STREET, (HEAD OFFICE)

**QUALIFICATION & EXPERIENCE:** A three year tertiary qualification in Health Science / HIV & AIDS or Social Science and 2-3 years' experience in the HIV/AIDS discipline, and municipal or public services.

**KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES:**

Knowledge and understanding of the all legislation and policies applicable to Local Government and the ability to interpret and apply same; The incumbent must have excellent communication and writing skills, report writing, interpersonal skills and must be able work under extreme pressure to meet deadlines.

**KEY PERFORMANCE AREAS:** To coordinate the delivery of HIV and AIDS related services across the municipality in partnership with stakeholders and all Sector Departments. To provide care and support to Community based organisations, and everone infected and affected by HIV and AIDS. Implementing intergrated and coordinated HIV and AIDS and/or STIs programmes across the community; Coordinating training, formal and informal meetings and workshops to capacite stakeholder in ensuring a strong community-focused response to HIV and AIDS; Promoting, facilitating and supporting funding applications for stakeholders working in the district; Performs activities to identify, involve and build partnership with relevant stakeholders; Establish NGO and CBO forums to ensure proper coordination of stractures and programmes in the districts; Coordinating district and local municipal forums meeting and workshops; Developing and maintaining an accurate and up to date database of stakeholders; Compiling monthly reports for the unit for submission to the manager; Compiling and filling minutes for the various structure/forum meetings; Updating the commitment register aligning it with regular expenditure incurred; Keeping a record of all activities during the month; recording of reguisitions that are submitted to SCM, and conducting regular meeting and keeping record thereof.

**DEPARTMENT:** INFRASTRUCTURE SERVICES

**POSITION:** GENERAL WORKER (X13) (LEPELLE NKUMPI) (x4), BLOUBERG (x5), MOLEMOLE (x4)

**LEVEL:** 14

**SALARY SCALE:** R141 864.43 – R167 295.11 (EXCLUDING BENEFITS)

**WORK STATION:** AS PER SATELITES

**QUALIFICATION & EXPERIENCE:** Basic Literacy, 0-1 year general working experience.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Communication skills, planning and time management. Overtime may be required. Ability to follow basic instructions.

**KEY PERFORMANCE AREAS:** Performs general labouring activities. Assist with water and sanitation maintenance and repair works. Provides support during borehole installation, repair, maintenance of water reticulation system. Use hand tools to excavate and backfill defined areas. Laying of pipes and general cleaning as per instruction and post maintenance activities.

**POSITION:** DRIVER OPERATOR (X8) (TLB AND CRANE TRUCK) - LEPELLE NKUMPI (x3), BLOUBERG (x3), MOLEMOLE (x2)

**LEVEL:** 13

**SALARY SCALE:** R167 295.11 - R185 769.42 (EXCLUDING BENEFITS)

**WORK STATION:** AS PER SATELITES

**QUALIFICATION & EXPERIENCE:** Basic literacy, a Code C Drivers Licence. A valid Public Driving Permit (PDP) is mandatory. Code EB will be an added advantage. 1-2 year experience is required.

**SKILLS, KNOWLEDGE AND ATTRIBUTES** The incumbent must be physically fit, able bodied and able to work under pressure and/or high demand.

**KEY PERFORMANCE AREAS:** Performs specific tasks / activities at the satellite or work sites prior to and on completion of allocated assignments; receiving instructions from the immediate superior and/or communicating with the fleet Clerk to establish details of tasks (vehicle, materials); inspecting the vehicles prior to and after the completion of allocated assignments; inspecting safety devices, controls, lubricant levels, etc on vehicles and reports defects to the immediate superior. Driving and manoeuvring of heavy duty vehicles and engaging controls to operate mechanisms to facilitate specific sequences (excavation, uplifting borehole columns, uplifting concrete slabs etc.). Drive and operate water tanker to deliver water to communities district-wide.

**DEPARTMENT:** INFRASTRUCTURE SERVICES

**POSITION:** ARTISAN PLUMBER (X4)

**LEVEL:** 07

**SALARY SCALE:** R377 963.02 – R417 268.44 (EXCLUDING BENEFITS)

**WORKSTATION:** MOLEMOLE (X2), BLOUBERG (X1) AND LEPELLE NKUMPI (X1)

**QUALIFICATION AND EXPERIENCE :**

Trade Test Certificate as a Plumber is mandatory. 1-2 years' post apprenticeship experience in Plumbing Works is required. Experience in municipal water services as an assistant Artisan Plumber or volunteer will be an added advantage.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** ability to perform activities within a trade. Works independently; Ability to plan tasks on a daily basis according to a set schedule and executes as per priority list; Modifies plans in line with instructions from supervisor. Knowledge of all related safety or security regulations; Knowledge of the hazards of working with dangerous materials.

**KEY PERFORMANCE AREAS:** Responsible for the maintenance of Water and Wastewater Plumbing Infrastructure. Perform mechanical related periodic checks on all plumbing /water pipe related infrastructure. Record keeping of matters relating to plumbing/pipe work infrastructure. Perform fault-finding and mitigations to ensure sustainable water supply. Supervise the workmanship of subordinates.

**DEPARTMENT:** INFRASTRUCTURE SERVICES

**POSITION:** PROCESS CONTROLLER (X9)

**LEVEL:** 11

**WORK STATION:** MOLEMOLE (x3), BLOUBERG (x3) AND LEPELLE NKUMPI (x3)

**SALARY SCALE:** R208 653.23 – R232 335.31 (EXCLUDING BENEFITS)

**QUALIFICATION & EXPERIENCE:** Grade 12; N3 (NTCIII) in Water Treatment or Wastewater Treatment; or a Diploma in Water and/ or Water Waste Treatment. Registered as a class III Process Controller with the department of Water affairs or Trade related qualification: Operators certificate/ Waste water Treatment practice (N3)

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Confidentiality, teamwork, conflict resolution skills, good verbal and written skills and time management. Demonstrated knowledge of process functionality within a Waste Treatment Plant/ Waste Water Treatment Works and associated installation. Knowledge of plant performance and system functionality and recording and reporting outcomes

**KEY PERFORMANCE AREAS:** The position is responsible for the maintenance of Water and Waste water Treatment and

Water Care within the Municipality by amongst others: - Assist Senior Process Controller in ensuring that proper water and waste water treatment processes take place at correct and designed intervals; Assist Senior Process Controller in making sure that all reports are submitted when due; Supervise the workmanship of subordinates and provide on job training where necessary.

**DEPARTMENT:** COMMUNITY SERVICES

**POSITION:** STATION OFFICERS (X2)

**LEVEL:** 7

**SALARY SCALE :** R377 963.02 – R417 268.44 (EXCLUDING BENEFITS)

**WORK STATION:** TO BE DETERMINED

**QUALIFICATION & EXPERIENCE:** Grade 12, Advanced Fire Prevention Certificate, Peace Officer, FF2, Hazmat operation, Pump Driver / operator, Incident Command, Fire Investigation, Rope rescue, Higher Certificate in fire technology. 3-5 years working experience in a fire fighting positions.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Action oriented and work well under pressure with the ability to make quick decisions and think on their feet; verbal and written communications skills; planning and organising skills and must have a valid driver's licence.

**KEY PERFORMANCE AREAS:** Manage the district municipality response time, service level and pro-active engagement of firefighting and rescue services to ensure public safety within the district; Supervise outcomes and guidance on the interpretation of instructions, requirements and procedures; Manage the maintenance and repair of all fleet, equipment, tools and facilities used for fire and rescue; Manage incidents by monitoring that emergencies are handled according to the set standard operating procedures and guidelines; Enforce fire legislation; Draft and submit administrative reports.

**POSITION:** ENVIRONMENTAL HEALTH PRACTITIONER

**LEVEL:** 7

**WORKING STATION:** 41 BICCARD STREET ( HEAD OFFICE)

**SALARY SCALE:** R377 963.02 – R417 268.44 (EXCLUDING BENEFITS)

**QUALIFICATION & EXPERIENCE:** Three year tertiary qualification: National Diploma or B. Tech in Environmental Health. Must be registered as an Environmental Health Practitioner with the Health Professions Council of South Africa for independent practice. Registration as a Peace Officer with the registration with Department of Agriculture is needed. Computer literacy: MS-office. A valid drivers license. 2-5 years relevant experience of which 1 year is community services.

**KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES:** Knowledge of all relevant Environmental Health legislation (National, Provincial, Local) including interpretation and application

thereof; Full knowledge of communicable diseases, including signs, symptoms and how communicable diseases related to Environmental Health can be spread in communities; understanding of theories and principles for Health Promotion and project management principles; ability to conduct food hygiene control and auditing systems such as HACCAP. Ability to interpretation of laboratory results relating to food and water samples.

**KEY PERFORMANCE AREAS:** Conduct inspections and investigations of residential, commercial and other occupied premises; visiting specific premises, observing and recording the outcomes of food handling and processing sequence ; Assessing and analysing the adequacy of structural design to accommodate specific business operations with due consideration given to ventilation, lighting, emission and waste extraction systems; Evaluating awareness and adequacy of procedures related to refuse and waste handling and disposal; Identifying pollution sources or agents and records the findings; Investigating reported cases of communicable diseases and precautionary measures to prevent outbreaks; Carrying out water sampling and inspections of water sources to ascertain the extent of the quality of water; Carrying out inspections of non-food premises and other facilities for enforcing compliance with relevant health legislation and By-laws; Serving approved compliance orders/notices on offenders; Monitoring conformance with served orders/notices through scheduled or ad hoc inspections; Instituting further/ or urgent measures such as termination of operations, closure of premises and issuing of fines. Participates in the delivery of health and hygiene awareness programs.

**DEPARTMENT:** COMMUNITY SERVICES

**POSITION:** LEADING FIRE FIGHTERS (X6)

**LEVEL:** 8

**SALARY SCALE:** R333 753.93 – R368 649.85 (EXCLUDING BENEFITS)

**WORK STATION:** MOLEMOLE FIRE STATION (x3), LEPELLE NKUMPI (x3) & BLOUBERG FIRESTATION (x3).

**QUALIFICATION & EXPERIENCE:** Grade 12, Fire Fighter I course, First Aid level 3, Pump operator/ Ariel Appliance qualification, fire prevention course, fire investigation, fire service instructor I, High angle rescue I, Higher certificate in fire technology, Peace Office course or fire service. Computer Literacy. Code 10 driver's license 6 years' operational experience of which 2 years must be at a senior Fire Fighter level.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Action oriented and work well under pressure with the ability to make quick decisions and think on their feet; verbal and written communications skills; planning and organising skills and must have a valid driver's licence.

**KEY PERFORMANCE AREAS:** The main responsibility of the post is to ensure that there is effective firefighting, rescue and special services in the Capricorn District Municipality by leadership, guidance and support to both senior and junior firefighter figfters. Responsible for ensuring that all fire fleets are maintained and

inspected including the equipment, tools and facilities used for fire and ensuring that the rescue services, all firefighting rescues and respond to emergencies, educate schools and the public safety measures are performed on time.

**DEPARTMENT:** COMMUNITY SERVICES

**POSITION:** SENIOR FIRE FIGHTERS (X6)

**LEVEL:** 9

**SALARY SCALE:** R280 991.92 – R333 753.92 (EXCLUDING BENEFITS)

**WORK STATION:** MOLEMOLE FIRESTATION (x3), LEPELLE NKUMPI (x3) & BLOUBERG FIRESTATION (x3).

**REQUIREMENTS:** Grade 12, Fire Fighter I and II course, First Aid Level 3, Pump Driver / Operator; Aerial Appliance qualification, Fire prevention course, Fire investigation, Fire service instructor I, High Angle rescue I, Higher certificate in Fire Technology or fire service, Valid Code C1 drivers' licence. 4 years' operational experience of which 2 years must be at Fire-Fighter Level 2.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Action oriented and work well under pressure with the ability to make quick decisions and think on their feet; verbal and written communications skills; planning and organising skills and must have a valid driver's licence.

**KEY PERFORMANCE AREAS:** The main responsibility of the post is to do effective firefighting, rescue and special services in the Capricorn District Municipality by amongst other things maintaining and inspecting all fleet, equipment, tools and facilities used for fire and rescue services, performing all firefighting rescues and respond to emergencies, educate schools and the public safety measures

**DEPARTMENT:** COMMUNITY SERVICES

**POSITION:** FIRE FIGHTERS (X3)

**LEVEL:** 10

**SALARY SCALE:** R237 086.93 – R268 910.13 (EXCLUDING BENEFITS)

**WORK STATION:** MOLEMOLE FIRESTATION (x1), LEPELLE NKUMPI (x1) & BLOUBERG FIRESTATION (x1).

**QUALIFICATION & EXPERIENCE:** Grade 12, Fire Fighter I and II course, First Aid Level 3, Hazmat Operational/ Fire & Rescue, Valid Code C1 drivers' licence. Physically and mentally fit, Medical Test NFPA 1582. Relevant Firefighter Certificate, No Criminal Record. 3 years operational experience.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Action oriented and work well under pressure with the ability to make quick decisions and think on their feet; verbal and written communications skills; planning and organising skills and must have a valid driver's licence.



**KEY PERFORMANCE AREAS:** firefighting, rescue and special services in the Capricorn District Municipality by amongst other things maintaining and inspecting all fleet, equipment, tools and facilities used for fire and rescue services, performing all firefighting rescues and respond to emergencies, educate schools and the public safety measures.

**DEPARTMENT:** CORPORATE SERVICES

**POSITION:** LABOUR RELATION OFFICER

**LEVEL:** 6

**SALARY SCALE:** R449 427.42 - R496 259.41 (EXCLUDING BENEFITS)

**WORKSTATION:** 41 BICCARD STREET ( HEAD OFFICE)

**QUALIFICATION AND EXPERIENCE:** A three year tertiary qualification in labour law /Labour Relations(NQF Level 7), Computer Literacy-Ms Office, 2-5 years labour related working experience.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Confidentiality, High ethical standards (Honest and Integrity, understanding of employment law and various policies and procedure regulating employment conditions, workplace conflict and resolution. Knowledge of all legislations governing the employer and employee relationships. Ability to conduct disciplinary processes.

**KEY PERFORMANCE AREAS:** Liasing with the employee and the relevant manager to determine the cause for the discipline or grievance; Rendering support to the manager and employees to ensure a fair and compliant approach is followed in the resolution of discipline grievance, keeping a directory of disciplinary or grievance cases, their status, duration and charges to track progress and ensure adherence to turnaround times, evaluating the strength of the facts/evidence of the defending party/ies and formulating approaches/strategies referring to factual information, evidence and precedents to counter act statement and/or conclusions that could negatively impact on the outcome for the council. Representing council in relevant labour forums, structures working groups and at bargaining council level, ensuring adherence to disciplinary codes and assisting line-managers and relevant employees on the correct procedure, compiling and presenting reports, referring to statistics, maintaining case files containing all documents, correspondence and outcome/award, determination and /or accessing/retrieving information upon request, scheduling meetings with the EE forum and providing guidance on the approach/strategy to be adopted during the implementation of Employment Equity activities, preparing and submitting the annual report to the Department of labour, compiling and presenting reports, referring to statistics to describe the employment equity status in the organization, corresponding with member of the forum on specific issues or request ( progress on any EE activity), and scrutinizes responses prior to circulation, monitoring and evaluating implementation of Employment Equity, coordination or workshops , information sharing sessions and bilaterals for employees, managers and union representatives to ensure that they understand their roles and responsibilities, rights and obligations.

**DEPARTMENT:** CORPORATE SERVICES

**POSITION:** SKILLS DEVELOPMENT FACILITATOR

**LEVEL:** 6

**SALARY SCALE:** R449 427.42 - R496 259.41 (EXCLUDING BENEFITS)

**WORKSTATION:** 41 BICCARD STREET ( HEAD OFFICE)

**QUALIFICATION AND EXPERIENCE:** National Diploma in Human Resources Development /Human Resource Management / Occupationally Directed, Education Training and Development Practice Level 6, Valid driver's License, 2-5 years experience (3) years experience of which in Human Resources related position.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Good interpersonal skills, clear understanding of the Skills Development Act, SAQA processes, Skills Levy Act, computer Skills, communications Skills, and presentation skills

**KEY PERFORMANCE AREAS:** Facilitate skills development for the Municipality, Coordinate the implementation of learning programmes within the Municipality. Maintain proper record keeping and reporting for the HRD unit. Coordinate the implementation of learnership, experiential learning, internships, internal bursaries. Coordinate the compilation of skills audit for employees and councillors. Identify and assess future and current training needs through skills audit. Developing, compiling, and submitting the Workplace Skills Plan (WSP) and Annual Training Report (ATR) for the municipality. Monitor arrangement of training logistics. Monitor payment process for submitted invoices. Follow up on results for implemented training interventions with training providers. Make copies of statement of results and maintain a proper record keeping.

**DEPARTMENT:** CORPORATE SERVICES

**POSITION:** GENERAL ASSISTANTS (X8)

**LEVEL:** 14

**WORKSTATION:** 41 BICCARD STREET ( HEAD OFFICE)

**SALARY SCALE:** R141 864.43 - R167 295.11 (EXCLUDING BENEFITS)

**QUALIFICATION & EXPERIENCE:** Basic literacy , 0-1 year general working experience

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Ability to read and write. Ability to take instruction.

**RESPONSIBILITIES:** To render cleaning services, support services and logistics for meetings; Treat and eradicate weeds. Move furniture and stationery between the offices

**DEPARTMENT:** CORPORATE SERVICES

**POSITION:** HUMAN RESOURCES CLERKS (X2)

**LEVEL:** 8

**SALARY SCALE:** R333 753.93 - R368 649.85 (EXCLUDING BENEFITS)

**WORKSTATION:** 41 BICCARD STREET ( HEAD OFFICE)

**QUALIFICATION AND EXPERIENCE:** Grade 12, a three year tertiary qualification Human Resources or related fields; Minimum of 0 – 2 years' experience in human resources/ archives or records management; Computer literacy will be an added advantage.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** To provide clerical support to the municipality with regards to Human Resources records administration, which entails filing and disposal in order to ensure effective service delivery by the Municipality.

**KEY PERFORMANCE AREAS:** Maintain physical and electronic records, Execute filing administration of termination records, File and retrieve recruitment records, personnel records as well as leave records. Ensure that the Municipality complies with the administrative prescripts of Human Resources records and archiving policy together with the legal provisions of applicable policies and systems; Ensures that access to records are strictly controlled in compliance with the National Archives Act of South Africa.

**DEPARTMENT:** CORPORATE SERVICES

**POSITION:** TRAINING & ORGANISATIONAL DEVELOPMENT PRACTITIONER

**LEVEL:** 5

**SALARY SCALE:** R521 576.05 - R575 820.57 (EXCLUDING BENEFITS)

**WORKSTATION:** 41 BICCARD STREET (HEAD OFFICE)

**QUALIFICATION AND EXPERIENCE:** A three year tertiary qualification in Human Resources Management or related organisational development qualification. 3 - 5 years' working experience in Human Resources. Computer literacy: MS Office

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Knowledge of HR Policies & Procedures; Local Government legislation, planning and organising research, facilitation skills, work study investigations, OD intervention, report writing, good communication and good judgement skills.

**KEY PERFORMANCE AREAS:** Asses the organizational structure and facilitates the process that aligns the structure to the IDP, maintain effective organizational structure with clear role alignment across the municipality, establish and implement the workforce plan to ensure that there are sufficient resources to meet business needs in terms of short and long term goals, conduct research studies of physical work environments, organizational structures, communication systems, group interactions, morale and motivation to assess organizational functioning, coordinating responses to organizational development needs through assessing the effectiveness and management of the Municipality, coordinate talent management programmes, facilitating retention programmes and strategies, coordinate employee climate surveys, analyse data to evaluate the outcomes and effectiveness of workplace programme as well as report on findings, observe and interview employees to obtain information about the physical, mental and educational requirements of jobs as well as information such as job

satisfaction, provide timeous advice and feedback to management on organizational culture and behaviour, work with the Human Resource Management team to coordinate / intergrate policies, process and practices appropriately and ensure legal compliance.

**DEPARTMENT:** CORPORATE SERVICES

**POSITION:** LEGAL ADVISOR

**LEVEL:** 6

**SALARY SCALE:** R449 427.42 - R496 259.41 (EXCLUDING BENEFITS)

**WORKSTATION:** 41 BICCARD STREET ( HEAD OFFICE)

**QUALIFICATION AND EXPERIENCE:** LLB Degree, Computer Literacy- Ms Office, 2-5 years working experience. An admission as Attorney or advocate will be an added advance.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** ability to interpret legislation, ability to develop service level agreement. Ability to write legal documents in a clear and concise manner; Ability to Interpret complex legal documents and translate them in to simple comprehensible opinions, directives and communication.

**KEY PERFORMANCE AREAS:** Responsible for handling a variety of moderately complex assigned legal projects and conducts professional legal work under the general direction and supervision of Manager: Legal services. Prepares clear and concise documents that require few modification. Prepares considered high quality draft written communication including correspondence, pleadings, legal memorandum. Draft Legal Opinions on various topics of law, reviewing and developing related policies and bylaws. Monitoring and updating the contract management register and litigation register.

**DEPARTMENT:** FINANCIAL MANAGEMENT SERVICES

**POSITION:** SENIOR ACCOUNTANT – BUDGET AND TREASURY

**LEVEL:** 4

**SALARY SCALE:** R605 090.56 – R667 964.02 (EXCLUDING BENEFITS)

**WORKSTATION:** 41 BICCARD STREET ( HEAD OFFICE)

**QUALIFICATION & EXPERIENCE:** A 3 year tertiary qualification, preferably a National Diploma or B. Com with financial accounting as a major subject, Computer literacy-MS Office. 5-8 years' relevant experience required which include 2 years of supervisory experience. Work experience in the budget section will be added advantage.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Knowledge of all applicable local government legislations; knowledge of the function, form and method of preparation of financial statements; including the principles of GRAP; ability to drafts public sector financial statements; ability to prepares, analyses and interprets financial reports and statements; planning and organising skills, honesty and integrity, interpersonal skills, numeracy skills and communication skills.

**KEY PERFORMANCE AREAS:** Manage the budget process, monitor budgetary control, and adhere to relevant legislations and municipal policies. Coordinate the original and adjustment budget for the institution; Prepare templates for the budget preparations to other departments. Review and advise on the adjustment budget documents to submit to Council for consideration; Monitor the implementation of the budget process plan; Monitor and review the treasury management. Review bank reconciliation statement. Review cash flow projections and statements. Submit budget reports and returns to internal and external stakeholders. Review the budget reforms (A-Schedule and B-schedule) including supporting budget returns and submit to Treasuries; Review the variance report and submit to management; Review the GRAP24 for Annual Financial Statement purposes. Monitor expenditure against budget. Effective management of Budget and Treasury office.

**DEPARTMENT:** FINANCIAL MANAGEMENT SERVICES

**POSITION:** PAYROLL ADMINISTRATOR

**LEVEL:** 5

**SALARY SCALE:** R521 576.05 - R575 820.57 (EXCLUDING BENEFITS)

**WORK STATION:** 41 BICCARD STREET (HEAD OFFICE)

**QUALIFICATION & EXPERIENCE::** A 3 year qualification, preferably a National Diploma in Accounting or Bcom with financial accounting. Computer literacy. 2-5 years' relevant experience. Working experience within payroll administration will be an added advantage.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Attention to detail, Assertiveness, planning and organising, supervisory, strong numeracy skills. Understanding of Basic Conditions of Employment Act. Understanding of income tax and SARS PAYE requirements. Ability to calculate remunerated overtime hours.

**KEY PERFORMANCE AREAS:** Verifies and cross-checks salary inputs and payments, Monitor that the payroll system runs in accordance with the required standards; Collect and verify inputs of salary advises against the financial system; Correct any discrepancies; Review that overtime is accurately calculated, captured and paid in accordance with Council policies; Verify and maintain records of all transactions reference documentation; and respond to external and internal queries relating to payroll; Guide and train the payroll clerks on new developments, policies and legal requirements and ensuring these are accurately implemented; and identify challenges with the payroll system and advise the manager of needs or solutions to address challenges.

**DEPARTMENT:** FINANCIAL MANAGEMENT SERVICES

**POSITION:** PAYROLL CLERK

**LEVEL:** 8

**WORK STATION:** 41 BICCARD STREET  
(HEAD OFFICE)

**SALARY SCALE:** R333 753.93 – R368 649.85 (EXCLUDING BENEFITS)

**QUALIFICATION & EXPERIENCE:** A 3 year qualification, preferably a National Diploma in Accounting or Bcom with financial accounting. Computer literacy. 1-2 years' experience working, one year experience within payroll administration will be an added advantage.

**SKILLS, KNOWLEDGE AND ATTRIBUTES:** Attention to detail, Strong numeracy skills, Planning and organising, Assertiveness; Able to follow rules and procedure even when under pressure, Understanding of Employees benefits and the legislation governing employee benefit.

**KEY PERFORMANCE AREAS:** To ensure accurate and efficient updating of the payroll system, to ensure accurate and timeous payment of salaries within the Municipality. Supply reports to management on monthly remuneration, benefits, and deductions paid to all personnel; Report payroll information/reports/statistics on request by managers; Handle payroll related queries from management and staff; Deal with creditors and garnishee orders related to salaries; Deal with audit queries and auditors on an annual basis; File all documentation relating to salaries in accordance with the prescribed filing system; Supply reasons for salary variances when actual is measured with budget; and Capture employee data accurately and in accordance with reference documentation; Process deductions, statutory and other, in accordance with the applicable policies and legislation; Implement payment advises on behalf of employees for various salary data; Effect actual payment of salaries; Print and distribute payslips for all employees monthly; Print and distribute of employee IRP5s on an annual basis in accordance with guidelines and procedure manuals; Calculate, reconcile and payment and other remuneration i.e. Subsistence and travelling allowance, terminations and retirements. Perform additional ad-hoc duties as and when required by the Payroll Administrator

**DEPARTMENT:** DEVELOPMENT PLANNING AND ENVIRONMENTAL MANAGEMENT SERVICES

**POSITION:** SECRETARY

**LEVEL:** 9

**WORK STATION:** 41 BICCARD STREET (HEAD OFFICE)

**SALARY SCALE:** R280 991.92 – R333 753.93 (EXCLUDING BENEFITS)

**QUALIFICATION & EXPERIENCE:** Grade 12, Computer literacy: MS Office. 2- 5 years relevant office administration experience in an executive office is required.

**SKILLS, KNOWLEDGE AND ATTRIBUTE:** Attention to detail, planning and organising,  
• Ability to use advanced features of a range of office machines including a photocopier, scanner, fax and telephone; Intermediary knowledge of MS Office, Time management, knowledge of office

management procedures; Understands priorities, goals and issues within local government sector.

**KEY PERFORMANCE AREAS:** Ascertain that all administrative issues in the office of the Executive Manager DPEMS are attended to; Provide secretarial services to the Department, Maintain the reception of the department; Maintain customer services; Coordinate the procurement service requests for the department. Record and distribute all incoming and outgoing mail; Update the daybook. Acknowledge letters and invitations received; Maintain proper record keeping for the office; Arrange travel and accommodation for the Executive Manager, MMC and Officials in the department; Provide refreshments and stationery for the office; Maintain the diary of the Executive Manager. Attend to the visitors in line with Batho Pele Principles; Maintain cleanliness in the office; Attend to the telephone calls in the office within the stipulated service standards.

**DEPARTMENT:** DEVELOPMENT PLANNING AND ENVIRONMENTAL MANAGEMENT SERVICES

**POSITION:** ECONOMIST

**LEVEL:** 4

**WORK STATION:** 41 BICCARD STREET (HEAD OFFICE)

**SALARY SCALE:** R605 090.56 – R667 964.02 (EXCLUDING BENEFITS)

**QUALIFICATION & EXPERIENCE:** B Degree/B Tech in Development Planning/ Town and Regional Planning, 5 years' experience of which 3 should be at supervisory level in development planning/town and regional planning, valid driver's license.

**SKILLS, ATTRIBUTES AND KNOWLEDGE:** Development Planning, Project Management, Negotiation and Facilitation skills, Extensive Local Government and Integrated Planning knowledge, Good analytical skills; Time and people management; Understanding of financial principles and procedures; Attention to detail, Communication skills (verbal and written); Clerical and administrative skills; knowledge of office management procedures and computer literacy.

**KEY PERFORMANCE AREAS:** Ensure effective and efficient alignment of Municipal objectives on the IDP and SDBIP, Manage activities and procedures associated with personnel and performance; Manage the implementation of financial controls/ procedures and provide information to support financial planning; Provide proper support on internal and external audit processes; Manage the development and review process of the District

Integrated Development Plan. Develops the District Framework and Process plan that guides the District and local municipalities IDP planning; Convenes the IDP Steering Committee, IDP forums and attends relevant planning meeting in terms of the programmes and projects identified in the IDP, projects and programmes with those of the provincial and national sector departments. Manages the developing a stakeholder list and monitoring participation and interaction with these stakeholders throughout the process. Manage the compliance and transparency in establishing, developing and reviewing roles of various role players and ensuring appropriate structures and forums for stakeholder participation, input and comments to IDP process; Manage information from the IDP Representative Forum and inputs from the public.

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Interested candidates should forward a fully completed application form indicating the position they are applying for, a comprehensive CV, certified copies of qualifications and ID to the Municipal Manager, Capricorn District Municipality, P O Box 4100, Polokwane, 0700 or hand-deliver applications at 41 Biccard Street, Polokwane at the registry desk.

**NB:** *According to the amended Municipal Systems Amendment Act of 2022, Section 71B, thus read: 'Limitation of political rights 71B. (1) A staff member may not hold political office in a political party, whether in a permanent, temporary or acting capacity. (2) A person who has been appointed as a staff member before subsection (1) takes effect, must comply with subsection (1) within one year of the commencement of subsection (1).'*"

**Application forms can be downloaded from CDM website or be collected at our offices, fire stations, and Thusong Service Centres.** Faxed and e – mailed applications will not be considered. Enquiries should be directed to **Phumudzo Montsha at (015) 294 1123. Capricorn District Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender, and disability.**

Applicants from these designated groups are encouraged to apply. CDM reserves the right to make appointments. If you do not hear from us 3 months after the closing date, kindly accept that your application was unsuccessful. The successful candidate will sign the employment contract under the performance plan / agreement and shortlisted candidate will undergo screening and vetting of their qualifications and criminal records.

**CLOSING DATE: 24 MARCH 2023**