



MOGALAKWENA LOCAL MUNICIPALITY

"The Arterial City of Choice"

VACANCY

Mogalakwena Local Municipality hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned positions: Women and disabled are encouraged to apply.

DEPARTMENT OF TRANSPORT AND SAFETY DISASTER ASSISTANT OFFICER (6 posts)

Duties:

Report directly to the Disaster Safety Officer, the incumbent will perform the following duties:

- Perform administrative duties relating to disaster
- Implementing plans and policies that reduce disaster risk and build resilience
- Creating and implementing emergency plans
- Conduct risk assessments
- Perform client and public service function to ensure efficient communication
- Coordinate resources with stakeholders
- Distribution of relief materials
- Conducting awareness programs to the public on pro-active approached to disaster avoidance and preparedness

Requirements:

Grade 12 plus a National Certificate in Disaster Management / Risk Studies / Disaster & Safety Public Administration
A valid drivers' license
1 year relevant experience in disaster management or related field.

Salary: R 346 164, 00 - R 401 613, 00 per annum

DEPARTMENT OF BUDGET & TREASURY STORE ASSISTANT

Duties

Reporting directly to the Stock Control Clerk, the incumbent will perform the following duties:

- Ensuring stock is received, checked and stored
- Checking delivery documents against orders placed
- Conduct spot checks on quantity and quality of goods received
- Making follow-ups on all discrepancies in stock
- Monitoring the cleanliness and orderliness of the storeroom
- Performing messenger duties by delivering documents, packages and messages between the departments
- Assist with stock take count
- Identify and making new and obsolete stock.

Requirements:

Grade 12 and be able to read and write, computer literacy will be an added advantage and must have 1 year experience.

Salary: R 218 094, 00 – R 249 216, 00 per annum

OFFICE OF THE MUNICIPAL MANAGER SECRETARY TO MUNICIPAL MANAGER

Duties:

Reporting directly to the Municipal Manager, the incumbent will perform the following duties:

- Provide an efficient and reliable secretarial function
- Provide an efficient and friendly reception function
- Maintain stock
- Maintain office procedures (general administration)
- Manage internal and external correspondence
- Manage the office of the Municipal Manager

Requirements:

Grade 12 with National Certificate in Secretarial / Office Management / Management Assistant
Computer literacy certificate
Must have good interpersonal and communication skills
1 – 2 years' experience

Salary Scale:

R 284 058, 00 – R 329 895, 00 per annum

DEPARTMENT OF TECHNICAL SERVICES EEDSM INTERNS (4 posts) 12-month employment contract

Duties:

Reporting directly to the Divisional Manager: PMU, the incumbent will perform the following duties:

- Research and data collection – energy audits and data gathering
- Support in retrofitting streetlights – inventory and mapping, installation assistance and testing and verification
- Energy performance program development – data analysis and reporting
- Stakeholder engagement and communication – community outreach and documentation
- Learning and skill development – training participation and feedback contribution

Requirements:

N6/S4 or proof of completion of theoretical curriculum in Electrical Engineering.

Salary:

R 4 100, 00 per month

DISCLAIMER: THE INTERNS WILL NOT BE ABSORBED BY THE MUNICIPALITY AT THE END OF THE CONTRACT.

Closing date: 27 October 2025 (NO APPLICATIONS WILL BE ACCEPTED AFTER THE CLOSING DATE)

Mogalakwena Municipality subscribes to the principles of equal employment and affirmative action. We welcome applications from people with disabilities.

NB: The language policy of the Council is English

Appointments on the above-mentioned positions will be on the competency of the Municipal Manager and no canvassing will be allowed.

Due to high crime rate/fraud enquiries should strictly be directed to:

Ms. K Bontsi – (015) 491 9634 OR Ms. S S Baloyi (015) 491 9652

The compulsory Mogalakwena Municipality's application form (obtainable from www.mogalakwena.gov.za or from the Mogalakwena municipal offices) together with a comprehensive CV and certified copies of qualifications should be sent to The Manager: Corporate Support Services, P O Box 34, Mokopane, 0600 or hand deliver at the Front desk / Reception area of 54 Retief Street Mokopane.

ONLY CANDIDATES WHO COMPLETE THE APPLICATION FORM IN FULL AND ATTACH CERTIFIED COPIES OF QUALIFICATIONS WILL BE CONSIDERED DURING SHORT LISTING.

PLEASE NOTE THAT FAXED, Z83 FORMS AND EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

Should you not hear from us two months after the closing date you may assume that your application was unsuccessful. No further correspondence will be entered into with regard to this matter.

**M.M MALULEKA
MUNICIPAL MANAGER**

**54 RETIEF STREET
MOKOPANE
0601**

**NOTICE NUMBER
160/2025**