



MOGALAKWENA LOCAL MUNICIPALITY

"The Arterial City of Choice"

VACANCY

hereby invites applications from experienced, qualified, innovative, committed, energetic individuals with vision for appointment to the following positions:

DEPARTMENT OF BUDGET & TREASURY ASSISTANT ASSETS OFFICER

Duties:

Reporting directly to the Asset Officer, the incumbent will perform the following duties:

- Assisting in implementing the asset management policy and procedure manual
- Perform physical verification of assets
- Bar coding of assets
- Inspect condition and usage of assets
- Record assets into the asset register
- Capture journals
- Printing and distribution of inventory list
- Collection of assets written off for auction
- Retrieving of documents and records
- Perform any other duties delegated relating to asset and fleet management

Requirements:

Grade 12, Bachelor's Degree or National Diploma in Accounting or an equivalent finance qualification
A valid drivers' license
Computer literacy
MFMP will be an added advantage
2 – 3 years relevant experience

Salary Scale: R 411 681, 00 - R 454 716, 00 per annum

DEPARTMENT OF PLANNING AND DEVELOPMENT AIR CONDITIONING & REFRIGERATOR TECHNICIAN (2 years fixed term contract)

Duties:

Report directly to the Divisional Manager: Building, the incumbent will perform the following duties:

- Receive, interpret, prioritize requests for repairs, analyze and evaluate the nature and complexity of the problem reported
- Perform risk assessments (cost effect on business on safety etc)
- order spares needed
- Repair equipment's and follow up on repairs done
- Perform daily inspection on all hvac related equipment's
- Develop maintenance plan on area of responsibility, execute the plan and compile reports
- Develop inspection sheets, conduct inspections at required interval on all hvac related equipment's and keep record
- Monitor and repair hvac equipment i.e. heating, ventilation and air conditioning systems including fans, air cleaners, filters, pumps, evaporation and cooling water etc
- Ensure compliance with SHE policies and occupational health and safety regulation
- Assist with installation of new systems
- Identify and new improvements

Requirements:

N3 certificate / National Certificate in Air Conditioning and Refrigeration Technology
Trade test certificate in refrigeration mechanic (Industrial / Commercial)
Possession of a valid driver's license
2 - 3 years relevant experience

Salary: R 411 681, 00 - R 454 716, 00 per annum

PLUMBER (2 years fixed term contract)

Duties:

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

- Installation and repair of pipes and fixtures that carry water / gas and other fluids in the building
- Repairing water/sewage breakages, valves and fire hydrants
- Maintenance of plumbing fixtures within the municipal building (showers, bath tubs, ablutions, basins, and heating systems)
- Testing and repairing all water meters
- Perform routine inspections of plumbing and drainage systems
- identifying and

- diagnosing plumbing problems using appropriate tools and techniques
- Ensure adherence to occupational health and safety regulations
- Keep accurate record of time spent working, description of work performed and materials used
- Adhere to all plumbing building codes and regulations
- Prepare material stock lists and cost estimates

Requirements:

N3 certificate in Plumbing plus Trade Test certificate. Be in the possession of a code 8 or 10 driver's license.
2 - 3 years' experience in similar environment or position.

Salary: R 411 681, 00 – R 454 716, 00 per annum

WELDER (2 years fixed term contract)

Duties:

Report directly to the Maintenance Foreman, the incumbent will perform the following duties:

- Inspect structures and materials before welding
- Assess the quality of welds and identify flaws
- Setting up components for welding according to specification
- Determine the appropriate welding equipment's and methods based on requirements
- Welds and assembles metal pieces and products by using hand held welding equipment's
- Set up parts for welding
- Adhere to safety standards and regulations

Requirements:

Grade 12 plus a certificate in Boiler making / Welding plus Trade test in Boiler making/Welding
1 – 2 years relevant experience

Salary: R 289 953, 00 – R 329 895, 00 per annum

Closing date: 6 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 Frontdesk / 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
149/2025**