



VACANCIES

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

DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES
DIVISIONAL HEAD: LOCAL ECONOMIC DEVELOPMENT

Duties:
Reporting directly to the Manager Planning and Development Services: the incumbent will perform the following duties:
• Provide Local Community Development strategic support to municipality • Co-ordinate and implement local business strategy to ensure economic development community • Establish, manage and evaluate local business strategic investment initiatives and projects • Registration and licensing of SMMEs. • Coordination of SMME training or capacity building programs • Provide operational divisional reports and manage stakeholder relationship • Human resources management • Management of division's budget • Update the LED analysis during Integrated development planning (IDP) phases. Coordination of the LED strategy projects. • Manage the outdoor advertising. Coordination of the Social Labour Plan and Corporate Social Investment by the mines. • Manage and coordinate the tourism activities in the area. • Organize the LED stakeholder forum. Management and Coordination of the flea market. • Manage and coordinate activities relevant to the museum.

Requirements:
Bachelors' Degree in Business Administration / Economics or equivalent
Code B Driver's License
5 years relevant working experience of which 3 years must be in a supervisory level

Salary Scale: R 597 279, 00 per annum

DEPARTMENT OF TRANSPORT AND SAFETY
DIVISIONAL MANAGER SECURITY

Duties:
Report directly to the Manager Traffic and Safety, the incumbent will perform the following duties:
• Develop and implement access control policy • Enforcement of by-laws • Implementation of crime prevention • Manage the division's budget • Manage the personnel function in the division • • •

Requirements:
BTech / B-Degree in Security Management or equivalent
Must be registered with PSIRA
No criminal record
Code B driver's license
5 years relevant working experience of which 3 years must be in a supervisory level

Salary: R 597 279, 00 per annum

LICENSING ADMINISTRATION OFFICER

Duties:
Reporting directly to the Senior Licensing Officer, the incumbent will perform the following duties:
• Provide an efficient, reliable and effective Licensing service in accordance with relevant laws and by-laws • Processing and issuing licenses • Marking card licenses; • Registration and renewals of motor vehicle licenses • Keeping record of ISS forms and keeping registers • Keeping cash float and cashing up at the end of the day • Answering telephonic enquiries and assisting public

Requirements:
Grade 12 plus National certificate in Licensing / Public Administration and 1 - 2 years' experience.
Registration as e-Natis user with full end use course will be an added advantage.
No criminal record

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

DEPARTMENT OF BUDGET & TREASURY
ASSISTANT ACCOUNTANT: SUNDRY DEBTORS

Duties:
Reporting directly to the Accountant, the incumbent will perform the following duties:
• Maintain and update sundry debtors accounts • Perform monthly reconciliation of sundry debtors control accounts • Preparation of financial reports, debtors age analysis and schedules for audits • Capture and post transaction accurately in the financial system • Generate relevant reports

Requirements:
Grade 12 plus National Certificate in Finance Management / Accounting or equivalent
No criminal record
2 years' experience

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

SENIOR CLERICAL ASSISTANT

Duties:
Reporting directly to the Senior Clerk, the incumbent will perform the following duties:
• Provide a client service by attending to general enquiries • Perform administrative functions • Process staff deductions • Liase with customers • Supervise staff

Requirements:
Grade 12
No criminal record
1 year experience in customer service environment.

Salary scale: R 253 599, 00 – R 284 058, 00 per annum.

ASSISTANT ACCOUNTANT: BUDGET AND REPORTING

Duties:
Reporting directly to the Accountant: Budget & Reporting, the incumbent will perform the following duties:
• Budget preparation and consolidation • Maintain the investment register, including making investments • Monthly reconciliation of the investment register to the financial system • Assist in compiling monthly, quarterly and annual reports to National Treasury and other stakeholders • Assist in the compilation of the budget and capturing of budget on relevant National Treasury schedules • Ensure proper maintenance of records • Assist in compiling financial information for the preparation of the financial statements

Requirements:
Grade 12 plus National Certificate in Accounting or Financial Management or equivalent
Municipal Financial Management Act Programme Certification
No criminal record
2 years' experience

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

Closing date: 8 December 2025 @ 12h00pm (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.