



**GAMAGARA LOCAL MUNICIPALITY
EXTERNAL ADVERTISEMENT**

Gamagara Local Municipality with its head office in Kathu and located in the John Taolo Gaetsewe Region, Northern Cape province, is an equal opportunity employer and invites applications from suitably qualified persons for the following positions:

DEVELOPMENT AND TOWN PLANNING

POSITION	:	MANAGER: SPATIAL PLANNING & LAND USE MANAGEMENT
DEPARTMENT	:	DEVELOPMENT AND TOWN PLANNING
SECTION	:	TOWN PLANNING & LAND USE ADMINISTRATION
WORKSTATION	:	KATHU MAIN MUNICIPAL BUILDING
REMUNERATION	:	TASK GRADE 15: R742 308.00 – R855 816.00 (Plus benefits: Pension, Medical aid scheme, Group life insurance, Housing subsidy, Car allowance scheme, 13th cheque)
REFERENCE NO.	:	2026/14

Requirements: Bachelor's degree in Town Planning or equivalent; Thorough knowledge of Town and Regional planning, GIS and IDP planning processes and Local Government Sector processes; Sound knowledge of research and analytical theories and practices; Project management certificate; Registration with SACPLAN as a Professional Planner will be an added advantage; Minimum of 3 years' experience at a supervisory level. Proficiency in MS Office applications; Code B Driving License. Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Identifies and defines the immediate and short term objectives/ plans associated with urban design and architectural projects, land use management scheme, spatial development, GIS and building inspectorate; Manages and controls outcomes associated with utilization, productivity and performance of personnel; Keeping abreast with trends, theories and practices underlying urban and landscape architectural designs with sustainability and environmental protection as core focus areas; Determining legal action and strategies associated with non-compliance/transgressions associated to relevant legislation, e.g., National Building Regulations, Town Planning Schemes, etc; Prepares capital and operating estimates for the section and, approves and controls project related expenditure against the budget allocations; Manages the formulation of specific contracts and tender documents and controls contractual obligations; Manages and controls the professional, technical and operational outcomes related to urban design and architectural projects, land use management scheme, spatial development, GIS and building inspectorate; Manages and provides advice/ information and guidance on the principles, procedures and applications associated with building and zoning projects; Controls the planning and operational efficiency of specific approaches associated with GIS; Manages the key performance areas and result indicators associated with the Infrastructure needs through the monitoring and implementation of laid down policies, by-laws and procedures guiding town and regional

planning; Disseminates strategic, functional and operational information on the immediate, short and long-term objectives and, current developments, problems and constraints.

POSITION : **MANAGER BUILDING CONTROL**
DEPARTMENT : **DEVELOPMENT AND TOWN PLANNING**
SECTION : **BUILDING CONTROL**
WORKSTATION : **KATHU MAIN MUNICIPAL BUILDING**
REMUNERATION : **TASK GRADE 15: R742 308.00 – R855 816.00**
(Plus Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, car allowance scheme, 13th cheque)
REFERENCE NO. : **2026/23**

Requirements: National Diploma or B Degree in Building Science or equivalent qualification with a minimum of 3 years' experience at supervisory level Code B Driving License; Proficiency in MS Office applications; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

DUTIES: Manages and provides advice/information and guidance on the principles, procedures and applications associated with building and zoning projects; Manages the key performance areas and result indicators associated with the Building Control; Implements communication strategies with intra and inter departmental staff and external stakeholders; Verify that procedures and systems are in place to ensure optimum service delivery development, applications and review norms and standards and evaluation of technical and technological changes and developments relating to and impacting on building control and outdoor advertisements; Communicating and establishing critical requirements associated with specific building structural designs and relevant zoning approvals; Controlling and/ or approving outcomes associated with the assembly/ preparation of base information and plans for building design forms and, guiding the formulation and concept plans for average complexity forms of building structures, including by-laws pertaining to outdoor advertisements;

Communicating with builders/ consultants; Preparing proposals; Visiting specific worksites and conducting special/ specific inspections; Discussing and/ or investigating workplace accidents/ incidents; Issuing compliance notices; Managing the operational activities of the professional, technical and administrative personnel; Evaluating property and matters relating to building controls and building development and implementing Council's Development Policy.

POSITION : **MANAGER HUMAN SETTLEMENT**
DEPARTMENT : **DEVELOPMENT AND TOWN PLANNING**
SECTION : **HUMAN SETTLEMENT**
WORKSTATION : **KATHU MAIN MUNICIPAL BUILDING**
REMUNERATION : **TASK GRADE 15: R742 308.00 – R855 816.00**
(Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, car allowance scheme, 13th cheque)
REFERENCE NO. : **2026/24**

Requirements: B Tech/ B Degree in Building Science/ Town and Regional Planning or relevant equivalent qualification, Valid Code B Driver's License; Minimum of 3 years' experience at a supervisory level; Proficiency in MS Office applications; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Manage human settlements of the organization. Develop, review, and monitor the implementation of Human Settlement policies, procedures, and strategies. Monitor legal requirements and government reporting regulations applicable to the division and enforce compliance with applicable legislation, regulations, and policies. Manage housing-related activities, i.e. The development and maintenance of the waiting list and identification and allocation of houses, the administration of title deeds, and property ownership records. Maintenance of records and systems.

POSITION : SENIOR LAND USE OFFICER
DEPARTMENT : DEVELOPMENT AND TOWN PLANNING
SECTION : TOWN PLANNING & LAND USE ADMINISTRATION
WORKSTATION : KATHU MAIN MUNICIPAL BUILDING
REMUNERATION : TASK GRADE 13: R585 600.00 – R659 284.00
 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, car allowance scheme, 13th cheque)
REFERENCE NO. : 2026/22

Requirements: A National Diploma/ Bachelor's degree in Town and Regional Planning or equivalent. A minimum 3 years relevant experience in town and regional planning at municipal level. Registration with the South African Council for Planners (SACPLAN) will be an added advantage. Code 08 driver's license. Proficiency in MS Office applications; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Responsible for the urban and regional land use inspectorate of the Planning Division of the entire Municipality; Performs tasks / activities associated with the monitoring of the use of land in line with the Land Use Scheme and planning legislation; Performs tasks / activities associated with the procedural requirements in respect of the display of outdoor advertising and the issuing of business and liquor licenses; Conducting inspections at premises to determine whether the activities conducted thereon are legitimate and reporting same to the Chief Regional / Town Planner. Maintaining registers and records associated with the Planning Division; Processing and consolidating information / complaints recorded in the Planning Division; Assisting owners / occupiers of land to legalize the businesses conducted by assisting them with liaising with the Regional /Town Planners; Conducting inspections at premises to ensure that advertising signs erected are in line with what was approved and reporting same to the Chief Regional / Town Planner; Conducting inspections at premises to ensure that the property is suitable for the license for which application was received; Disposing of all applications for business and liquor licenses in terms of relevant legislation; Disposing of general administrative correspondence received from the community; Establish and maintain good working relationships with relevant stakeholders. • Stay relevant with legislation associated with land use, land use planning, outdoor advertising and business and liquor licenses.

POSITION : TOWN PLANNER
DEPARTMENT : DEVELOPMENT AND TOWN PLANNING
SECTION : TOWN PLANNING
WORKSTATION : KATHU MUNICIPAL MAIN BUILDING
REMUNERATION : TASK GRADE 12: R507 948.00 – R571 884.00

(Plus, benefits: Pension, Medical aid scheme, Group life insurance, Housing subsidy, 13th cheque)

REFERENCE NO. : 2026/11

Requirements: National Diploma /Bachelor's Degree in Town and Regional Planning. 2 – 5 years practical experience in town and regional planning at municipal level. Registration with the South African Council for Planners (SACPLAN) will be an added advantage. Code 08 driver's license. Proficiency in MS Office applications; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Performs all key performance areas associated with Town Planning, Ensure alignment of planning legislations and frameworks, contributing to strategic planning processes, prepare business cases and strategic briefs, drafting of Town Planning related policies. Provide the assistance and support to the divisional manager and perform any other reasonable tasks. Researching problem areas and gaps in developmental planning processes and policies referring to information gathered from surveys, interviews and literature reviews to support the content of specific submissions for approval and review. Applying administrative systems and procedures to create and maintain available technical and professional reports and related information on specific town planning interventions and processes. Providing guidance to technical personnel during preparation of detailed plans based on the outcomes of specific assessments and analysis of related information. Assessing the compliance requirements referring to regulations. Checking or attending to the preparation of plans and drawings to depict developmental initiatives. Preparing and submitting notices and/or advertisements to encourage comments/ objections. Co-ordinating processes to solicit inputs from relevant departments and collating information and submissions from the relevant sources (objectors and stakeholders). Attending to the submission of statutory applications (land use amendment) to the responsible authorities. Assessing compliance with specific town planning regulations and related legislation and/or input from internal/external commentators. Undertaking need and desirability assessments, site inspections and, investigating the development history of sites. Compiling appropriate regulations and conditions of approval for specific applications.

POSITION : HUMAN SETTLEMENTS OFFICER
DEPARTMENT : DEVELOPMENT AND TOWN PLANNING
SECTION : HUMAN SETTLEMENT
WORKSTATION : KATHU MAIN MUNICIPAL BUILDING
REMUNERATION : TASK GRADE 11: R451 164.00 – R503 808.00
(Plus benefits: Pension, Medical aid scheme, Group life insurance, Housing subsidy, 13th cheque)
REFERENCE NO. : 2026/12

Requirements: National Diploma/ bachelor's degree Human Settlement Management or equivalent qualification. A minimum of 2 - 5 years' experience in the human settlements and/or housing and/or built environment sector. Project Management will be an added advantage. Computer Literate: Proficiency in MS Office applications; Code B Driver's License. Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: The successful candidate will be required to develop strategic and operational management of human settlements and housing planning frameworks in terms of legislation, policy, regulations and development objectives, develop and build coalitions, networks and partnerships in the development, implementation and monitoring of necessary required frameworks. Project management skills, knowledge, understanding and experience will be required of the successful candidate, good knowledge of the MFMA and other relevant legislation. To render an efficient and effective administrative support service to the housing administration division, including administrative tasks associated with the Provincial Housing Subsidy Scheme, Applications for the Housing Subsidies, Reconstruction Development Program (RDP) housing projects.

POSITION : BUILDING INSPECTOR
DEPARTMENT : DEVELOPMENT AND TOWN PLANNING
SECTION : BUILDING CONTROL
WORKSTATION : KATHU MAIN MUNICIPAL BUILDING
REMUNERATION : TASK GRADE 11: R451 164.00 – R503 808.00
(Plus Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, car allowance scheme, 13th cheque)
REFERENCE NO. : 2026/23

Requirements: National Diploma in Building science or equivalent; 2 - 5 Years' relevant Experience; Code B Driving License; Proficiency in MS Office applications; Proficiency in MS Office applications Excellent organizational and administrative skills; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Manages and provides advice/information and guidance on the principles, procedures and applications associated with building and zoning projects; Manages the key performance areas and result indicators associated with the Building Control; Implements communication strategies with intra and inter departmental staff and external stakeholders; Verify that procedures and systems are in place to ensure optimum service delivery development, applications and review norms and standards and evaluation of technical and technological changes and developments relating to and impacting on building control and outdoor advertisements; Communicating and establishing critical requirements associated with specific building structural designs and relevant zoning approvals; Controlling and/ or approving outcomes associated with the assembly/ preparation of base information and plans for building design forms and, guiding the formulation and concept plans for average complexity forms of building structures, including by-laws pertaining to outdoor advertisements;

Communicating with builders/ consultants; Preparing proposals; Visiting specific work-sites and conducting special/ specific inspections; Discussing and/ or investigating workplace accidents/ incidents; Issuing compliance notices; Managing the operational activities of the professional, technical and administrative personnel; Evaluating property and matters relating to building controls and building development and implementing Council's Development Policy.

DEPARTMENT FINANCIAL SERVICES

POSITION : MANAGER EXPENDITURE AND PAYROLL MANAGEMENT
DEPARTMENT : FINANCIAL SERVICES
SECTION : EXPENDITURE MANAGEMENT
WORKSTATION : KATHU MAIN MUNICIPAL BUILDING

REMUNERATION : **TASK GRADE 15: R742 308.00 – R855 816.00**
(PLUS, BENEFITS: PENSION, MEDICAL AID SCHEME, GROUP LIFE
INSURANCE, HOUSING SUBSIDY, CAR ALLOWANCE SCHEME, 13TH
CHEQUE)
REFERENCE NO. : **2026/49**

Requirements: National Diploma/BCom Degree in Accounting, Financial Management, Public Finance or equivalent qualification. A minimum of three (3) years' experience at supervisory level in municipal expenditure management, payroll administration, financial reporting or related financial management environment, Valid Code B Driver's License Computer Literate: Proficiency in MS Office applications. Excellent organizational and administrative skills; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Managing and overseeing expenditure and payroll management functions; ensuring effective expenditure control, verification and authorisation of transactions; managing payroll processes, including salaries, allowances, deductions and statutory payments; ensuring compliance with MFMA, GRAP, payroll legislation and municipal policies; coordinating the preparation of expenditure reports, reconciliations and financial statements inputs; monitoring budget utilisation and implementing corrective measures; supervising and developing staff; managing creditor payment processes; resolving expenditure and payroll queries; and providing strategic support to ensure sound financial management and governance within the municipality.

POSITION : **SENIOR ACCOUNTANT: LOGISTICS MANAGEMENT AND REPORTING**
DEPARTMENT : **FINANCIAL SERVICES**
SECTION : **SUPPLY CHAIN MANAGEMENT**
WORKSTATION : **KATHU MAIN MUNICIPAL BUILDING**
REMUNERATION : **TASK GRADE 13: R585 600.00 – R659 284.00**
(Plus, benefits: Pension, Medical aid scheme, Group life
insurance, Housing subsidy, car allowance scheme, 13th
cheque)
REFERENCE NO. : **2026/15**

Job requirements: National Diploma / BCom Degree in accounting/supply chain management or equivalent with at least 3 years' relevant experience in supply chain management and logistics in a municipal or similar environment. Valid Code B Driver's License, Proficiency in MS Office applications. Proven knowledge of Public Sector Supply Chain Management; Knowledge of the bidding process; Proven knowledge of Procurement Management – Goods and Contract Management – Services; Knowledge of Legislations & Regulations: MFMA, PPPFA and SCM; Experience in working with service providers and consultants, both on long- and short-term basis; ability to work under pressure and meet deadline; Excellent organizational and administrative skills; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Co-ordinates the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality. Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline. Executes applications with respect to establishing the requirements against available resources. Executes applications associated with acquisitioning and appointment process. Maintains relationships with service providers/ vendors and contractors. Attends to specific administrative recording and reporting requirements.

POSITION : SENIOR ACCOUNTANT DEBT MANAGEMENT AND REPORTING
DEPARTMENT : FINANCIAL SERVICES
SECTION : REVENUE AND DEBT COLLECTION
WORKSTATION : KATHU MAIN MUNICIPAL BUILDING
REMUNERATION : TASK GRADE 13: R585 600.00 – R659 284.00
(Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, car allowance scheme, 13th cheque)
REFERENCE NO. : 2026/16

Requirements: National Diploma / BCom Degree in accounting or equivalent with at least 3 years' relevant experience in credit control and debt management procedures. Valid Code B Driver's License, Proficiency in MS Office applications. Excellent organizational and administrative skills; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Checking and verifying source payment documentation against receipts/ delivery notes; Addressing telephone enquiries pertaining to payment of accounts, reason/s for disconnection/ restriction, etc; Processing on a daily basis a debit listing to ensure a list of consumers that are in arrears with their accounts; Examining accounts of consumers that are 30-60 days in arrears, and investigating previous account history and any prior payment arrangement before instructing to disconnect; Raising visitation fees and preparing insertion and removal of restriction washers (restricts water flows); Attending to the processing of entries and/ or approved adjustments and posting to specific ledger accounts; Reconciling general and statutory account balances against statements and generating reports and statistics detailing the status of creditor accounts for analysis purposes; Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/or other approved methods designed to improve and motivate personnel; Conducting quarterly evaluation of staff through individual performance appraisals; Keeping staff informed of new developments, legislation, circulars and policies; Addressing workplace conflict/ conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures; Checking the accuracy of details recorded on transactional documentation and updating work in progress information/ data on specific applications/ systems of the Finance Business Unit; Applying specific sequences associated with initiating and completing electronic back-up of credit control information and/ or referencing source documentation, reports and/ or instructions using alpha-numeric sequential codes, to facilitate retrieval; Filing completed documentation/ records in alpha-numeric or chronological sequence and/ or retrieve files/ folders on request from departmental personnel; Preparing statistics for the Senior Accountant consisting of disconnections, reconnections, restrictions inserted and removed and submitting for management reporting; Submitting standardized letters to consumers explaining relevant charges and changes; Guiding and assisting assessors with queries pertaining to credit control administration; Attending to all creditor queries and resolving efficiently within a reasonable time; Communicating with the Senior Accountant on workflow and processes and problems encountered.

Duties: The successful candidate will be responsible for coordinating and supervising debt management and credit control functions, monitoring outstanding consumer accounts and debt collection processes, authorising account adjustments and reconciliations, preparing management reports and statistics, resolving customer account queries, ensuring compliance with applicable legislation and municipal policies, supervising and managing staff performance, and maintaining accurate financial records and reporting.

POSITION : SENIOR ACCOUNTANT PROPERTY RATES, VALUATIONS & REPORTING
DEPARTMENT : FINANCIAL SERVICES
SECTION : REVENUE AND DEBT COLLECTION
WORKSTATION : KATHU MAIN MUNICIPAL BUILDING
REMUNERATION : TASK GRADE 13: R585 600.00 – R659 284.00
 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, car allowance scheme, 13th cheque)
REFERENCE NO. : 2026/16

Requirements: National Diploma or BCom Degree in Accounting, Finance, Local Government Finance or an equivalent qualification. A minimum of three (3) years' relevant experience in municipal property rates, valuations, revenue management or financial reporting. Valid Code B Driver's License, Proficiency in MS Office applications. Excellent organizational and administrative skills; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Coordinating and managing the administration of property rates and the municipal valuation roll; ensuring accurate property rates billing, revenue reporting and reconciliations; coordinating the compilation, advertising and implementation of the valuation roll in accordance with legislative requirements; liaising with municipal valuers and other stakeholders on valuation matters; administering objections, appeals and other legal processes relating to the valuation roll; preparing statutory and management reports; ensuring compliance with applicable legislation and municipal policies; resolving property rates and valuation queries; supervising staff; and maintaining accurate financial records and reporting.

Position : Senior Accountant Cashbook and Arrangements and Reporting
Department : Financial Services
Section : Revenue Management
Workstation : Kathu Main Municipal Building
Remuneration : Task Grade 13: R585 600. 00 – R659 284. 00
 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, Car Allowance Scheme, 13th Cheque)
Reference No. : 2026/15

Requirements: National Diploma/BCom Degree in Accounting, Finance, Local Government Finance or an equivalent qualification. A minimum of three (3) years' relevant experience in municipal cashbook administration, banking, financial reporting or revenue management. Valid Code B Driver's License, Proficiency in MS Office applications. Excellent organizational and administrative skills; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Coordinating and managing the municipal cashbook and banking functions; ensuring the accurate recording and reconciliation of cashbook transactions and bank accounts; coordinating banking and investment arrangements; administering municipal rates clearance figures and clearance certificates in accordance with the Municipal Property Rates Act and other applicable legislation; preparing cash flow, statutory and management reports; ensuring compliance with applicable legislation, GRAP and municipal policies; supervising staff; resolving cashbook, banking and clearance-related queries; and maintaining accurate financial records and reporting.

POSITION : PRACTITIONER CREDIT CONTROL DEBT COLLECTION X 2
DEPARTMENT : FINANCIAL SERVICES
SECTION : REVENUE & DEBT COLLECTION
WORKSTATION : KATHU MAIN MUNICIPAL BUILDING
REMUNERATION : TASK GRADE 11: R430 704. 00 – R480 960. 00
 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, 13th Cheque)
REFERENCE NO. : 2026/25

Requirements. National Diploma in Financial Management or an equivalent qualification. A valid driver's licence. Computer literacy, including MS Office and municipal financial systems. Two (2) years' relevant experience in revenue, credit control and debt collection within a Local Government Authority within a local government environment. Excellent organizational and administrative skills; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties. Proper implementation of the Credit Control and Debt Collection Policy to minimize consumer accounts in arrears by ensuring a productive and efficient service to the public: Issuing of Final Notices for arrear accounts for disconnection of services to consumers. Responsible for the disconnection and reconnection of services for default debtors and follow up thereof. Provide the debt collection report on a monthly basis. Responsible for accounts handover to Attorneys/Debt Collectors for collections of outstanding debts. Responsible for payment arrangements with consumers pertaining to arrear accounts. To assist subordinates to minimise the loss and increase debt collection. To ensure effective service and smooth operations. Perform any other related Ad Hoc tasks and duties as requested or required by management (Supervisor) from time to time.

POSITION : Practitioner: Property Rates Cost Schedules and Clearance Certificates x2
DEPARTMENT : FINANCIAL SERVICES
SECTION : CREDIT CONTROL
WORKSTATION : KATHU MAIN MUNICIPAL BUILDING
REMUNERATION : TASK GRADE 11: R430 704. 00 – R480 960. 00
 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, 13th Cheque)
REFERENCE NO. : 2026/26

Requirements: National Diploma in Financial Management, Accounting, Local Government Finance or an equivalent qualification. A valid driver's licence. Valid Code B Driver's License will be an added advantage, Proficiency in MS Office applications and municipal financial management systems. Excellent organizational and administrative skills; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under

pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Maintain accurate records of rates and taxes payments. Handle rate and tax inquiries and disputes. Maintaining rates and taxes payers accounts. Processing rates payment and update records. Prepare and send rate and taxes notices and reminder, calculating and applying rate and taxes rebate/ adjustments. Processing and verify tax payments. Updating tax and rates records and accounts.

POSITION	:	PRACTITIONER BILLING X2
DEPARTMENT	:	FINANCIAL SERVICES
SECTION	:	CREDIT CONTROL
WORKSTATION	:	KATHU MAIN MUNICIPAL BUILDING
REMUNERATION	:	TASK GRADE 11: R430 704. 00 – R480 960. 00 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, 13th Cheque)
REFERENCE NO.	:	2026/27

Requirements: National Diploma in Financial Management, Accounting, Local Government Finance or an equivalent qualification. Valid Code B Driver's License will be an added advantage, Proficiency in MS Office applications and municipal financial management systems. Excellent organizational and administrative skills; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Responsible for executing billing and financial administration functions to ensure accurate and timeous customer billing; monitoring water and electricity consumption and investigating billing discrepancies; processing billing adjustments and journals to correct inaccurate accounts; assisting with meter and consumption-related investigations; capturing customer queries, requests and maintenance matters on applicable municipal systems; processing interim meter maintenance information to ensure accurate billing; resolving customer complaints; and maintaining accurate billing records in compliance with municipal policies and procedures.

Position	:	Practitioner: Logistics Management
Department	:	Financial Services
Section	:	Supply Chain Management
Workstation	:	Kathu Main Municipal Building
Remuneration	:	Task Grade 11: R451 164. 00 – R503 808. 00 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, 13th Cheque)
Reference No.	:	2026/52

Requirements: National Diploma in Supply Chain Management, Logistics, Public Finance, Financial Management, Accounting or an equivalent qualification. A minimum of two (2) years' relevant experience in municipal supply chain management, logistics, asset management or procurement administration. Valid Code B Driver's License will be an added advantage, Proficiency in MS Office applications and municipal financial management systems. Knowledge of the Municipal Finance Management Act (MFMA), Municipal Supply Chain Management Regulations, Preferential Procurement Policy Framework Act (PPPFA) and other relevant legislation will be an added advantage. Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: The successful candidate will be responsible for coordinating logistics management activities within Supply Chain Management; managing the receipt, storage, issuing and distribution of goods and materials; maintaining accurate inventory and stock records; processing and monitoring orders, deliveries and related documentation; assisting with procurement and supplier administration processes; ensuring compliance with SCM policies, procedures and applicable legislation; conducting stock verification and reconciliations; maintaining proper records for audit purposes; attending to internal customer queries; and preparing reports relating to logistics and inventory management.

Position : Finance Management Internship X5
Department : Financial Services
Section : Financial Services
Workstation : Kathu Main Municipal Building
Remuneration : R100 000. 00
Reference No. : 2026/177

Requirements: A relevant three-year tertiary qualification in Finance, Accounting, Financial Management, Economics, Public Finance, Supply Chain Management or an equivalent qualification. Applicants must be unemployed graduates seeking workplace exposure in the municipal finance environment. Proficiency in MS Office application. Applicants must be unemployed graduates seeking workplace exposure in the municipal finance environment. Proficiency in MS Office application; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: The successful candidates will be exposed to various municipal financial management functions, including revenue management, expenditure management, supply chain management, budgeting, financial reporting, asset management, accounting and compliance processes. The interns will assist with financial administration, capturing and verification of transactions, reconciliations, preparation of reports, filing and record management, and other finance-related duties as assigned to support effective municipal financial operations.

DEPARTMENT: CORPORATE SERVICES

Position : Manager Facility Management
Department : Corporate Services
Section : Facilities Management
Workstation : Kathu Main Municipal Building
Remuneration : Task Grade 15: R742 308. 00 – R855 816. 00
 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, Car Allowance Scheme, 13th Cheque)
Reference No. : 2026/47

Requirements: National Diploma/ B. degree in Facilities Management or equivalent Valid Driver's License Code B; Proficiency in MS Office applications. minimum 3 Years Relevant Work Experience. Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Assist with the identification and defining of the immediate-, short-, medium- and long-term objectives/ plans associated with municipal buildings, offices and facilities; Manage and oversee, in conjunction with Snr Manager, outcomes associated with utilization, productivity and performance of personnel within the municipal buildings, offices and facilities; Manage all assets of section; Implements procedures, systems and controls to regulate specific work and related applications associated with the functionality; Manage render properties and facilities management administrative processes in respect of all land and property transactions; Manage tasks/activities associated with the cleaning and maintenance services of all municipal buildings, offices and facilities; Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality; Disseminates guidance and information on specific key performance areas and requirements associated with the section Report to the following institutions/ persons; Perform any other (legal) related duties as instructed by supervisor.

Position : **Manager Archives & Records, Officer Administration and Customer Care**
Department : **Corporate Services**
Section : **Records and Archives Management**
Workstation : **Kathu Main Municipal Building**
Remuneration : **Task Grade 15: R742 308. 00 – R855 816. 00**
(Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, Car Allowance Scheme, 13th Cheque)
Reference No. : **2026/48**

Requirements: A relevant Tertiary qualification preferably an appropriate bachelor's degree or Information / Records Management qualification; Relevant training presented by the National Archives and Records Service (NARS) will be an added advantage; Valid Driver's License Code B; Proficiency in MS Office applications; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Implements and maintains procedures and systems associated with controlling the flow of functional documentation and correspondence; Controls the Key Performance Indicator's and outcomes of personnel within the Section; Manages the implementation of financial Controls/ procedures and provides information to support financial planning sequences; Manages specific administrative activities/ tasks; In order to ensure administrative guidelines and procedures are complied with and specific reporting deadlines adhered to.

POSITION : **SENIOR HUMAN RESOURCES OFFICER**
DEPARTMENT : **CORPORATE SERVICES**
SECTION : **HUMAN RESOURCE MANAGEMENT**
WORKSTATION : **KATHU MAIN MUNICIPAL BUILDING**
REMUNERATION : **TASK GRADE 13: R585 600.00 – R659 284.00**
(Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, 13th Cheque)
REFERENCE NO. : **2026/28**

Requirements: A relevant National Diploma/ 3-year tertiary qualification in Human Resources Management or related field; 2 – 5 Years' relevant experience. Valid Driver's License Code B; Computer Literate: Proficiency in MS Office application; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and

confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Coordinates specific Human Resources tasks/activities associated with administration through the application of laid down procedures Providing, seeking and presenting information on interventions and processes in order to ensure adequate guidance and support is made available; Scheduling and presenting the induction programs to new engagements, providing information on the functions of the organisation, benefits and rules and procedures; Coordinates administrative requirements associated with the functionality of Human Resources Administration; Completing standardized forms and documentation reflecting details /information and / or descriptions in respect of Medical Aid Funds, Pension / Retirement funds Group Life Insurance etc; Conducting exit interviews with personnel leaving the organization using targeted questioning techniques to establish reasons; Coordinating and monitoring the correct electronic data capturing of the employees records on prescribed computer software; Maintaining and updating personnel information with respect to changes in employment / personal status and attending to the safekeeping of personnel records / files in accordance with approved recordkeeping systems; Implement and apply relevant legislation, collective agreements and policies and advising management, staff, trade unions and external stake holders on leave matters; Provide inputs, reports, statistics and feedback to Management meetings and other relevant Council Committees; Responsible for management and implementation of leave system, procedures and statistics to ensure compliance; Ensure entitlement of long service benefits in line with the Collective Agreement; Issuing of long service certificates annually; Coordinate Time and Attendance; Coordinate Access control card system and finger scanning.

Position	:	Human Resource Officer
Department	:	Corporate Services
Section	:	Human Resources Management
Workstation	:	Kathu Main Municipal Building
Remuneration	:	Task Grade 11: R451 164.00 – R503 808.00 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, 13th Cheque)
Reference No.	:	2026/46

Requirements: National Diploma/ A relevant 3-year tertiary qualification in Human Resources Management or related field. Valid Driver's License Code B will be an added advantage; Proficiency in MS Office applications. Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Coordinates administrative requirements associated with the functionality of Human Resources Administration; Completing standardized forms and documentation reflecting details / information and / or descriptions in respect of Medical Aid Funds, Pension / Retirement funds Group Life Insurance etc; Conducting exit interviews with personnel leaving the organization using targeted questioning techniques to establish reasons; Coordinating and monitoring the correct electronic data capturing of the employees records on prescribed computer software; Maintaining and updating personnel information with respect to changes in employment / personal status and attending to the safekeeping of personnel records / files in accordance with approved recordkeeping systems; Implement and apply relevant legislation, collective agreements and policies and advising management, staff, trade unions and external stake holders on leave matters; Provide inputs, reports, statistics and feedback to Management meetings and other relevant Council Committees; Responsible for administration and implementation of leave system, procedures and statistics to ensure compliance; Ensure entitlement of long service benefits in line with the Collective Agreement; Issuing of long service certificates annually; Coordinate Time and Attendance; Coordinate Access control card system and finger scanning.

Position : Senior Administrator X 2
Department : Corporate Services
Section : Records and Archives Management
Workstation : Olifantshoek & Siyathemba Municipal Building
Remuneration : Task Grade 11: R451 7164. 00 – R503 808. 00
 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, 13th Cheque)
Reference No. : 2026/50

Requirements: Grade 12; 2-5 years' relevant experience; Valid Driver's License Code B; Computer Literate: Proficiency in MS Office application; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Responsible for general administration and management of satellite offices; Assists office staff in maintaining files and databases; Prepare and communicate reports, presentations, memorandum, proposals and correspondences; Assign jobs and duties to office based staff as and when needed; Control and monitor office daily operations; Assists in office needs identifications and determine resource needed for planning; Schedule appointments and meetings for executive and upper level staff; Serves as the go-to/ link for the office inquiries and conflict handling; Manage staff schedules and liaise with main office; Keep records of and track supply inventories and issuing of requisition orders for approval.

POSITION : ICT Internship System Administrator
DEPARTMENT : Corporate Services
SECTION : Information & Communication Technology
WORKSTATION : Kathu Municipal Building
REMUNERATION : Stipend Will be In line with DPSA guidelines
REFERENCE NO. : 2026/102

Requirements: Advanced Diploma or bachelor's degree (NQF Level 7 or higher) in Information Systems or a related ICT field; Willingness to work onsite in Kathu and travel to municipal offices; Basic knowledge of computer hardware, software, and networking.

Duties: Provide second-line ICT support to municipal staff; Install, configure, and maintain ICT equipment; Assist with system updates, backups, and ICT projects; Maintain ICT documentation and asset records.

TECHNICAL DEPARTMENT

Position : Manager Water Services
Department : Technical Services
Section : Water
Workstation : Kathu Main Municipal Building
Remuneration : Task Grade 15: R742 308. 00 – R855 816. 00
 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, Car Allowance Scheme, 13th Cheque)
Reference No. : 2026/55

Requirements: B-Tech or Degree in Civil Engineering /Water Engineering or equivalents obtained through an ECSA accredited Training Institute – NQF level 7; Professional Registration with the Engineering Council of South Africa will be an added advantage; Valid Driver's License Code B; Minimum of 3 years' experience at a supervisory level; Proficiency in MS Office applications. Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and

be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Plan, manage and monitor municipal water services in accordance with the Water Services Act and other applicable legislation. / Develop, review and implement the Water Services Development Plan, water services by-laws, policies, strategies and service-delivery standards. / Plan and prioritise water and sanitation infrastructure projects, including new infrastructure, rehabilitation and maintenance programmes. / Develop strategies to address water and sanitation backlogs and ensure access to basic services. / Manage water conservation and demand management programmes and implement measures to reduce water losses. / Monitor drinking-water quality and ensure compliance with SANS 241 and other applicable standards. / Promote environmental protection, pollution prevention, health and hygiene awareness. / Manage water services budgets, revenue, expenditure, tariffs, grants, subsidies, free basic water and indigent-service provision. / Monitor billing, credit control, debt collection and the financial viability and performance of Water Services Providers. / Manage staff performance, training, attendance, overtime, productivity and workplace discipline. / Prepare and administer tenders, contracts and service-level agreements with consultants, contractors and Water Services Providers. / Monitor project implementation, service-provider performance, expenditure, quality and contractual compliance. / Resolve technical disputes, contractual claims, poor performance and non-compliance. / Maintain databases and records of water and sanitation infrastructure, projects, operations and performance. / Coordinate technical forums and engage communities, councillors, government departments, developers and other stakeholders. / Compile technical, financial, operational and performance reports for management, Council and relevant authorities.

Position	:	Manager Electricity
Department	:	Technical Services
Section	:	Electricity
Workstation	:	Kathu Main Municipal Building
Remuneration	:	Task Grade 15: R742 308. 00 – R855 816. 00 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, Car Allowance Scheme, 13th Cheque)
Reference No.	:	2026/55

Requirements: B-Tech or Degree in Electrical Engineering (Heavy Current) obtained through an ECSA accredited Training Institute – NQF level 7; Professional Registration with the Engineering Council of South Africa will be an added advantage; Wireman's license; Valid Driver's License Code B; Minimum of 3 years' experience at a supervisory level; Proficiency in MS Office applications. Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Develop and implement short-, medium- and long-term plans for electricity services aligned with the IDP, SDBIP and municipal strategic objectives. Manage staff performance, workflow, training, attendance, overtime and workplace discipline. Prepare and control the section's capital and operational budgets. Manage electrical infrastructure assets, including construction, upgrading, renewal, operation and maintenance. Administer INEP-funded and other municipal electrical infrastructure projects throughout their life cycles. Prepare business plans and funding applications for electrical infrastructure projects. Direct planned, routine and emergency maintenance of the electrical network, metering systems and associated infrastructure. Prepare or approve electrical designs, drawings, specifications and cost estimates. Manage procurement, tender processes, consultants, contractors, contracts, payment certificates and project close-out. Monitor project progress, expenditure, quality and compliance with contractual requirements. Resolve technical matters, contractual disputes and claims. Improve electricity supply reliability

and customer service in accordance with NERSA standards. Develop and implement measures to reduce electricity distribution losses and improve billing, metering, vending and customer information. Maintain accurate electrical asset, project, contract and operational records. Compile performance, financial, technical, audit and Council reports. Liaise with municipal departments, Council, Eskom, NERSA, contractors and other stakeholders.

Position : **Manager Sanitation**
Department : **Technical Services**
Section : **Sanitation**
Workstation : **Kathu Main Municipal Building**
Remuneration : **Task Grade 15: R742 308. 00 – R855 816. 00**
(Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, Car Allowance Scheme, 13th Cheque)
Reference No. : **2026/55**

Requirements: B -Tech or Degree in Civil Engineering /Water Engineering or equivalents obtained through an ECSA accredited Training Institute – NQF level 7; Professional Registration with the Engineering Council of South Africa will be an added advantage; Valid Driver's License Code B; Minimum of 3 years' experience at a supervisory level; Proficiency in MS Office applications Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Plan, manage and monitor municipal sanitation and wastewater services in accordance with applicable legislation, policies and environmental requirements. / Develop, review and implement sanitation plans, by-laws, policies, strategies and service-delivery standards. / Plan and prioritise sanitation infrastructure projects, including sewer networks, pump stations, wastewater treatment works, rehabilitation and maintenance programmes. / Develop and implement strategies to address sanitation backlogs and expand access to safe and sustainable basic sanitation services. / Manage the operation and maintenance of sewer networks, pump stations and wastewater treatment facilities. / Monitor treated effluent quality, sewer spillages, pollution risks and compliance with Green Drop and water-use licence requirements. / Implement preventative maintenance and risk-management measures to minimise sewer blockages, infrastructure failures and environmental pollution. / Manage sanitation budgets, tariffs, revenue, expenditure, grants, subsidies and free basic sanitation provision. / Monitor billing, credit control, debt collection and the financial viability and performance of sanitation service providers. / Manage staff performance, training, attendance, overtime, productivity and workplace discipline. / Prepare and administer tenders, contracts and service-level agreements with consultants, contractors and sanitation service providers. / Monitor project implementation, contractor performance, expenditure, quality and contractual compliance. / Resolve technical disputes, contractual claims, poor performance and non-compliance. / Maintain accurate records of sanitation infrastructure, projects, operational performance, effluent quality and maintenance activities. / Respond to sanitation service-delivery concerns, including sewer blockages, spillages, treatment failures and complaints./ Compile technical, environmental, financial, operational and performance reports for management, Council and regulatory authorities.

Position : **Manager Roads and Storm Water**
Department : **Technical Services**
Section : **Roads and Storm Water**
Workstation : **Kathu Main Municipal Building**
Remuneration : **Task Grade 15: R742 308. 00 – R855 816. 00**
(Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, Car Allowance Scheme, 13th Cheque)

Reference No. : **2026/55**

Requirements: B. Tech. / B Degree in Civil Engineering or equivalent - NQF Level 7. Code B driving license. NQF level 7; Professional Registration with the Engineering Council of South Africa will be an added advantage; Minimum of 3 years' experience at a supervisory level; Proficiency in MS Office applications; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Plan and manage the construction, rehabilitation and maintenance of municipal roads and stormwater infrastructure. / Manage traffic signage, road markings, trench reinstatements and stormwater drainage systems. / Develop and implement roads and stormwater maintenance programmes. / Manage staff performance and the section's capital and operational budgets. / Manage municipal infrastructure assets, construction plant, vehicles, equipment, materials, fuel usage and depot operations. / Monitor the condition, utilisation, maintenance, operating costs and recordkeeping of assets, plant and vehicles. / Review and approve roads and stormwater designs, drawings, specifications and cost estimates. / Assess building and town-planning applications for their impact on roads and stormwater infrastructure. / Review and process wayleave applications for work within municipal road reserves. / Conduct site inspections and ensure compliance with technical, quality and safety requirements. / Manage projects, procurement processes, tenders, contracts, consultants and contractors. / Monitor project progress, expenditure, quality, contractor performance and contractual compliance. / Address technical disputes, contractual claims, non-compliance and service-delivery complaints. / Coordinate stakeholders and compile technical, operational and performance reports.

Position : **PMU/ CAPITAL PROJECTS & GIS Engineering Technician X1**
Department : **Technical Services**
Section : **Project Management Unit (PMU)**
Workstation : **Kathu Main Municipal Building**
Remuneration : **Task Grade 13: R585 600.00 – R659 284.00**
(Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, Car Allowance Scheme, 13th Cheque)
Reference No. : **2026/55**

Requirements: National Diploma in Civil Engineering or B. Tech or Project Management Qualification - NQF Level 6/ 7. Professional Registration with the Engineering Council of South Africa will be an added advantage; Code B driver's license; Minimum of 2-5 years' experience in project management; Proficiency in MS Office applications; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Assist with the planning, budgeting, implementation and monitoring of municipal capital projects. / Compile business plans, implementation plans and statutory reports for MIG, INEP, WSIG, RBIG, SLP and other infrastructure funding programmes. / Monitor project budgets, expenditure, progress, performance and payment schedules. / Prepare and administer tender and contract documentation. / Conduct site inspections and monitor contractors, consultants, quality and contractual compliance. / Verify completed work, payment certificates and project completion documentation. / Coordinate technical, project steering and stakeholder meetings. Liaise with funding institutions, government departments, municipal officials, contractors and communities. / Identify and report technical, financial and contractual deviations. / Maintain project and GIS records and respond to project-related enquiries.

Position : **Assistant Superintendent X 2**
Department : **Technical Services**
Section : **Water & Sanitation**
Workstation : **Dibeng and Olifantshoek**
Remuneration : **Task Grade 11: R451 164. 00 – R503 808. 00**
(Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, 13th Cheque)
Reference No. : **2026/54**

Requirements: Trade Tested Artisan in the civil/ construction industry (NQF level 6) Code 10 driver's license; Minimum of 2-5 years' experience in municipal operations and maintenance; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Coordinate sewer operations, inspections, repairs and maintenance activities. / Plan and allocate staff, vehicles, plant, equipment and materials. /Supervise staff performance, attendance, productivity, discipline and safety. /Respond to sewer blockages, spillages, complaints and emergency repairs. /Monitor municipal teams and contractors for quality, progress and compliance. /Conduct site and handover inspections and implement corrective measures. /Verify operational documents, maintain records and compile progress reports.

Position : **Senior Electrician High Voltage x2**
Department : **Technical Services**
Section : **Electricity**
Workstation : **Olifantshoek**
Remuneration : **Task Grade 11: R451 164. 00 – R503 808. 00**
(Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, Car Allowance Scheme, 13th Cheque)
Reference No. : **2026/181**

Requirements: NQF Level 6 (National Diploma T3/ S3 with relevant trade). Wireman's Licence equivalent). Code C1 Drivers Licence. Proficiency in MS Office application Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills

Duties: Operate, inspect, maintain and repair medium-voltage substations, transformers, cables, overhead lines and switching equipment. / Conduct fault-finding, switching, shutdowns, cable jointing, phasing and restoration of electricity supply. / Monitor network loads and reinforce overloaded feeders, cables and transformers. / Coordinate planned and emergency maintenance in accordance with NRS 047, NRS 048 and electrical safety procedures. / Supervise personnel, contractors and electrical work performed on the network. / Inspect installations, verify new connections, conduct COC inspections and coordinate meter maintenance. / Maintain electrical asset registers and ensure emergency materials, tools and equipment are available. / Prepare work programmes, requisitions, operational records and monthly performance reports. / Communicate outages, technical requirements and work progress to management, contractors, clients and the public.

Position : **Electrician Low Voltage x1**
Department : **Technical Services**
Section : **Electricity**
Workstation : **Kathu**

Remuneration : **Task Grade 10: R382 164.00 – R430 284.00**
(Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, Car Allowance Scheme, 13th Cheque)
Reference No. : **2026/181**

Requirements: Trade Test; Code C1 Drivers Licence. Proficiency in MS Office application; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills

Duties: Install, inspect, maintain and repair low-voltage electrical networks, equipment, service connections and streetlights. / Conduct fault-finding, testing, disconnections, reconnections and restoration of electricity supply. / Coordinate planned and emergency maintenance in accordance with applicable electrical and safety standards. / Inspect electrical installations, conduct COC inspections and verify new household and prepaid-meter connections. / Install, test, repair and replace electricity meters, cables, distribution boards and associated equipment. / Monitor municipal teams and contractors and inspect completed work before commissioning. / Maintain electrical asset registers and ensure the availability of emergency materials, tools and equipment. / Prepare work programmes, material requisitions, operational records and monthly reports. / Communicate outages, technical requirements and work progress to management, contractors, customers and the public

Community Services

Position : **Manager Environmental Control**
Department : **Community Services**
Section : **Cleansing**
Workstation : **Kathu Main Municipal Building**
Remuneration : **Task Grade 15: R742 308. 00 – R855 816. 00**
(Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, Car Allowance Scheme, 13th Cheque)
Reference No. : **2026/61**

Requirements: National Diploma/ B Degree in Environmental or equivalent; (Environmental Science; Nature Conservation; Environmental Health; Waste Management; Ecology; Natural Resource Management) Registration as a professional Environmental Health Practitioner with the Health Professions Council of South Africa will be an added advantage. Code B/C Driving License with substantial years; 3-5 years' relevant experience at a supervisory level. Proficiency in MS Office applications.; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: To manages the implementation of policies, statutory requirements and programmes designed to create awareness and reduce environmental health risks through the development of plans, co-ordination and execution of monitoring and investigative processes and dissemination of information, advice and guidelines on the status, threats and measures considered during the formulation of strategies with respect to creating, maintaining and sustaining a healthy environment.

ALIGNING KEY FINCTIONAL OBJECTIVES AND REVIEWING PROCEDURAL APPLICATIONS

Identifies with the broader strategy with respect to service delivery and compliance and, defines, implements and monitors the short term plans/ objectives for the Environmental Health and Community Development functionality; Communicating with the immediate superior on specific Key Performance Areas and/ or statutory requirements encapsulated in Environmental Health Legislation with a view to aligning functions and service delivery objectives against the capacity and capability of the Section; Analysing service delivery trends and capacity against requirements to facilitate the preparation of capital and operational expenditure estimates to support plans and objectives; Reviewing current policies, By-Laws and procedures and compiles comprehensive reports either supporting or defending powers vested in the function or recommending specific changes based on research of current trends and practices nationally and internationally; Reporting on implementation outcomes with regards to project related interventions and work in progress and providing reasons and recommendations to improve and/ or sustain the quality and performance levels of the Section.

PERSONNEL AND PERFORMANCE MANAGEMENT

Directs and controls the Key Performance Indicator's and outcomes of personnel within the Environmental Health Section; Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements; Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements; Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected short-listed curriculum vitas and interviews; Conducting appraisals to measure performance against agreed objectivities, counseling and consulting with personnel on developmental goals, career paths and, short term targets and standards; Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department; Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.

FINANCIAL CONTROL

Prepares capital and operating estimates and controls expenditure against the approved budget allocations; Analyzing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period; Evaluating the sections performance against budget and addressing deviations/ variances with appropriate personnel; Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure; Communicating with the Council's Financial Section on audit findings and recommendations and institutes the necessary investigational or corrective measures.

Position	:	Superintendent Law Enforcement (1) and VTS (1)
Department	:	Community Services
Section	:	Traffic Testing and Licensing
Workstation	:	Kathu Main Municipal Building
Remuneration	:	Task Grade 12: R507 948.00 – R571 884.00 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, 13th Cheque)
Reference No.	:	2026/58

Requirements: A National Higher Traffic Officers Diploma (NQF Level 6) Diploma of Examiners of Motor Vehicles; Diploma of Examiners of Driver's & Learner's License; Code EC & A Drivers Licence. Proficiency in MS Office application; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have

ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: Controls the implementation, monitoring, evaluation and reporting sequences of administrative and technical outcomes for the Driver's License Testing Centre (DLTC) and Vehicle Testing (VTS) associated with plans and procedural applications designed to accomplish key service delivery objectives with respect to the provision of a vehicle testing, driver's/ learners license testing and motor vehicle license service through the co-ordination of operations and quality systems and approval/ certification processes in accordance with statutory legislation (National Road Safety Act) and SABS regulations, and ensuring compliance with the NRTA 93/ 1996 and Quality Management System.

Implements procedures, systems and controls to regulate specific work sequences associated with the functionality; Communicating to personnel through the verbal and written mediums statutory and procedural quality assurance requirements for adoption and compliance thereof and/ or reviewing and updating procedures to provide coverage of operational needs and circumstances; Checking and verifying through internal audit processes, inspection records and registers of testing equipment and instruments against standards stipulated by laws and regulations; Inspecting testing station and/ or conducting observations of work sequences and determining extent of awareness quality assurance applications and/ or the need for corrective/ remedial measures and amendment/ update of procedures; Inspecting worksites and/or conducting observations of work sequences and determining extent of awareness and quality assurance applications, and/or the need for corrective/ remedial measures and amendments/updates of procedures; Discussing and/ or investigating workplace accidents/ incidents, seeking reasons from personnel on any non-compliance/ deviation and providing direction on courses of action for execution.

Monitors and performs applications/ procedures associated with testing and certification of vehicle road worthiness and driver applications; Controlling the receipting and recording of fees received from learner/ driving license, vehicle testing and motor licensing applications, approving reconciliation of total receipts prior to forwarding for further processing; Inspecting and/ or approving the outcomes of specific tests (oral/ written, theoretical/ practical and physical - roadworthiness of vehicles) through analysis (e.g. weighing vehicles on weighbridge), quality checking and correlation of test results with national standards and norms.

Position	:	Environmental Officer X 2
Department	:	Community Services
Section	:	Cleansing
Workstation	:	Kathu Main Municipal Building
Remuneration	:	Task Grade 11: R451 164. 00 – R503 808. 00 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, 13th Cheque)
Reference No.	:	2026/62

Requirement: National Diploma (NQF Level 6) in Environmental Management or related studies (Environmental Science; Nature Conservation; Environmental Health; Waste Management; Ecology; Natural Resource Management); Valid Code B driver's licence; With 2-3 years' relevant experience in environmental management, waste management, environmental compliance, or municipal environmental services. Proficiency in MS Office application; Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skill.

Duties: To monitor compliance with environmental legislation and municipal by-laws; Conduct environmental inspections and investigations; Monitor municipal landfill sites and waste

management facilities; Coordinate environmental awareness and education programmes; Assist with the implementation of the Integrated Waste Management Plan (IWMP); Monitor illegal dumping and coordinate enforcement actions; Conduct environmental impact assessments and site inspections where applicable; Prepare environmental compliance reports; Monitor water quality, air quality, and pollution incidents; Liaise with the Department of Forestry, Fisheries and the Environment (DFFE), provincial environmental departments, and other regulatory authorities; Develop and implement environmental management plans; Support climate change and biodiversity initiatives; Coordinate environmental campaigns such as clean-up programmes, recycling initiatives, and Arbor Month activities.

Position : Horticulturist x1
Department : Community Services
Section : Parks, Cemeteries and Recreation
Workstation : Kathu Main Municipal Building
Remuneration : Task Grade 11: R451 164. 00 – R503 808. 00
 (Plus, Benefits: Pension, Medical Aid Scheme, Group Life Insurance, Housing Subsidy, 13th Cheque)
Reference No. : 2026/62

Requirement: National Diploma in Horticulture / Environmental Management or equivalent; Valid code B driver's license. Considerable years (2-5 years) relevant experience; Proficiency in MS Office application. Excellent organizational and administrative skills; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skill.

Duties: Co- ordinate activities and procedures associated with direct supervision and monitoring of personnel, services and the status / general conditions of the parks and recreation division; Responsible for the deployment and control of necessary equipment, tools, machinery, plant and vehicle to undertake the work effectively and efficiently; Plan and design land scaping for development; Plans, coordinates and manages activities of the park and recreation; Develops division vision and strategy and ensure implementation to provide effective services delivery; Implements procedures, system and controls to regulates specific work and associated sequences associated with the functionality; Responsible for the following safety related duties and responsibilities in terms of the occupational Health and Safety Act. 85/1993; Monitor and control activities by maintaining a log of work, production; Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality; Coordinate the curation of living collection, promote and conduct horticultural research and development; Participate and promote plant conservation and work in collaboration with other role players.

Competencies: Must demonstrate knowledge of municipal environment; Must be able to demonstrate an understanding of municipal legislation and regulations requirements in the parks and recreation administration environment, ability to coordinate and implement relevant programs and activities; Vast knowledge and understanding of horticulture and conservation are essential; considerable knowledge of legislation, policies, procedure, process practice, system, and frameworks related to horticultural and conservation services is essential; Good planning, organising and problem-solving skill; Ability to work under pressure whilst being safety conscious, good communication (both verbal and written) and interpersonal skills will be advantageous.

Position : Cashier E - Natis X3
Department : Community Services
Section : Traffic Testing and Licensing
Workstation : Kathu, Olifantshoek and Deben Office
Remuneration : Task Grade 08: R R324 612.00 – R357 696.00

Reference No. : 2026/59

Requirements: An appropriate level of Secondary education – NQF Level 4; Proficiency in MS Office application & E - Natis System experience.; Excellent analytic and problem-solving ability; High level of integrity, responsibility and confidentiality; Have ability to give attention to detail and be able to work under pressure; Report writing; Communication Skills; Ability to deal with conflict situations; Excellent Negotiation skills.

Duties: To receives payment against services rendered from the Public; Calculating balances and explaining transactional recordings and penalties applicable and/or providing information; Collects and counts payment tendered verifying total against amount due and/ or seeking identification, check recording and processes payments; Issuing receipt reflecting amount tendered and confirms recording with the customer; Balancing of Face value documents; Attaching duplicate receipts and deposit slips to schedules and maintain a chronological filing sequence; Preparing a daily cashiers statement and submitting a monthly report and Maintaining security measures on all monies and documentation.

To maintains documentation and records of transactions and procedures; Accessing/ retrieving information and records to facilitate resolution of specific enquiries; Issuing of licenses, renewals and PRDP applications in terms of National Road Traffic Act, 93 of 96; Verifying all documentation e.g. license card collection, general information; Conducting registration and licensing of new motor vehicles, certifying copy of owners identity document, manufacturers Supply note, verifying that relevant sections of the RLV is completed and signed by owner, verifying relevant section in terms of bank financed vehicles i.e. proxy of bank has signed the relevant section, and that a valid COF for heavy vehicles and public transport vehicles has been issued; Conducting registration and licensing of second hand vehicles through certifying of owners identity document and registration certificate, verifying that RLV and NCO forms have been completed and signed by the owner/ proxy of bank (where financed) and, verifying roadworthy certificate to ensure that vehicles older than six months have undergone a roadworthy test; Processing of registration certificates for official vehicles (Government Departments and Local Authorities), Repossessed vehicles, late estate, stolen and recovered vehicles, built-up motor vehicles and ensuring that the correct procedures are followed; Accessing/ retrieving information and records to facilitate resolution of specific enquiries e.g. issuing of duplicate documents, renewal notices/ lost license discs and Processing applications for personalized numbers, dealer's license, change of addresses and particulars, etc. Updating the eNaTIS information.

NOTE TO ALL APPLICANTS

1. Prescribed application forms (obtainable at all Gamagara Municipal Offices Reception and Website) together with CVs and certified copies of qualifications must be submitted to: **The Municipal Manager, Mr. L. Seetile; Gamagara Local Municipality, P. O. 1001, KATHU, 8446.**
2. Physically hand delivery applications accepted **ONLY** at our Kathu **Registry office** to the following address: **Civic Centre, Corner Hendrik Van Eck & Frikkie Meyer Road**
3. **SUBMIT SEPARATE APPLICATION WHEN APPLYING FOR MORE THAN ONE POSITION ADVERTISED AND QUOTE THE RELEVANT REFERENCE NUMBER**
4. All applications shall be subjected to a vetting or screening test/qualification verification process with the relevant qualification authority and undergo a medical Examination test (as and when required).
5. Applications which are received after the closing date and time will not be considered.
6. The Municipality reserves the right not to make any appointment and re-advertise before a short list is compiled.
7. The Municipality subscribes to and applies the principles prescribed by Employment Equity Act.
8. Preference will be given to candidates from designated groups as per legislative requirements

1. More information relating to the advertised positions and application forms can be obtainable at all Gamagara offices (Kathu, Dibeng, Olifantshoek, Mapoteng and Siyathemba) and/or municipal website www.gamagara.gov.za
2. Enquiries to be directed to Ms. Kelebileone Setletse at 053 723 6000.
3. **CLOSING DATE: 28 AUGUST 2026 AT 15:00**