Molemole Local Municipality invites applications from suitably qualified candidates to fill vacant positions within its establishment. Molemole Local Municipality is an equal opportunity and affirmative action employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply:

DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

This is a permanent position in line with the Local Government: Municipal Systems Amendments Act (Act no. 03 of 2022) and the incumbent shall be expected to sign an employment contract, a performance agreement and disclosure of financial interest. The incumbent will be stationed at Molemole Municipality in Mogwadi offices.

POSITION: SENIOR MANAGER – CORPORATE SERVICES RE-ADVERT
Total remuneration package: R1, 174,283 (minimum) – R1, 202,466 (lower) – R1, 231,325 (midpoint) – R1, 260,877 (upper) – R1, 291,138 (maximum) per annum in line with notice no. 53882 on Determination of the upper limits of total remuneration packages payable to municipal managers and managers directly accountable to municipal manager.
Minimum requirement:
The applicant must be in possession of Bachelor or B-Tech Degree in Law/ Public Administration **/** Management Sciences/ Human Resource; or equivalent qualification at NQF level 8. The incumbent must have a minimum of five (5) years relevant experience at middle management level and proven successful management experience in general administration or human resources. The applicant must be registered with recognized professional body/council, be computer literate and have a valid driver's license and his/her own roadworthy vehicle. An incumbent must be a person of honesty and integrity. Certificate in Municipal Finance Management Programme or qualification as prescribed by the minimum competency regulations will serve as an added advantage
The incumbent must have the following leading and Core Competencies as per the Government Gazette No. 37245:
Strategic direction and leadership; people management; program and project management; financial management; change management; government leadership, Moral competence; planning and organizing; analysis and innovation; knowledge and information management; communication, results and quality focus.
Knowledge: Good knowledge and understanding of relevant policy and legislation, Good knowledge and understanding of institutional governance systems and performance management, Good knowledge of corporate support services, including: Human capital management; Legal services; Facilities management; Information communication technology; and Council support; Good knowledge of supply chain management regulations and the Preferential Procurement Policy Act, 2000 (Act No. 5 of 2000); Good governance; Labour Relations Act, and other labour-related prescripts; Legal background and human capital management; and Knowledge of coordination and oversight of all specialized support functions.

Task and Responsibilities:

Overall management of Corporate Services Department; implement the Integrated Development Plan (IDP) as well as strategic goals for the Corporate Services Department, Provide support and advice to the Municipal Manager and Council on matters delegated to the department; Implement the Service Delivery Budget Implementation Plan (SDBIP); Develop and implement key strategic /business plans including Security Management, Human Resources Management, Information Technology, Council Support and Administration and other resources in accordance with local government legislation and treasury regulations; Perform duties and functions delegated to the Senior Manager Corporate Services by the Accounting Officer/Municipal Manager; Manage departmental budget, human resources and Manage efficient provision on municipal services; Establish, operate and maintain support structures, processes and systems; Direct and control key deliverables and outcomes for the department; Liaise with internal and External stakeholders; Facilitate stakeholder participation and involvement; Ensure legislative, regulatory, policy and operating standard compliance.

POSITION: CHIEF FINANCIAL OFFICER – RE-ADVERT

Total remuneration package: R1, 174,283 (minimum) – R1, 202,466 (lower) – R1, 231,325 (midpoint) – R1, 260,877 (upper) – R1, 291,138 (maximum) per annum in line with notice no. 53882 on Determination of the upper limits of total remuneration packages payable to municipal managers and managers directly accountable to municipal manager.

Minimum requirement:

A minimum qualification of an appropriate B Com degree or equivalent NQF level 7 qualification in Accounting, Finance Economics or Chartered Accountant (SA); The incumbent must have a minimum of five (5) years relevant experience at middle management level within public or private sector. The applicant must be computer literate and have a valid driver's license and his/her own roadworthy vehicle. An incumbent must be a person of honesty and integrity. Certificate in Municipal Finance Management Programme (SAQA Qualification ID No. 48965) will serve as an added advantage; Valid Code 8/B driver's license.

The incumbent must have the following leading and Core Competencies as per the Government Gazette No. 37245:

Strategic direction and leadership; people management; program and project management; financial management; change management; government leadership, Moral competence; planning and organizing; analysis and innovation; knowledge and information management; communication, results and quality focus.

Knowledge: Good knowledge and understanding of relevant policy and legislation, Good knowledge and understanding of institutional governance systems and performance management, Good understanding of council operations and delegation of powers, Understanding of Good governance issues, Audit and risk management establishment and functionality, as well as Budget and finance management

Task and Responsibilities:

Overall management of Budget and Treasury Department; implement the Integrated Development Plan (IDP) as well as strategic goals for the Budget and Treasury Department, Provide support and advice to the Municipal Manager and Council on matters delegated to the department; Implement the Service Delivery and Budget Implementation Plan (SDBIP); Develop and implement key strategic /business plans including Supply Chain Management, Budget and Reporting, Revenue/Income Management, Expenditure Management and other resources in

accordance with local government legislation and treasury regulations; Perform duties and functions delegated to the Chief Financial Officer by the Municipal Finance Management Act and as delegated by Council and/or by the Accounting Officer; Prepare annual financial statements and other mandatory financial management reports; Manage efficient provision of municipal services; Establish, operate and maintain support structures, processes and systems; Direct and control key deliverables and outcomes for the department; Liaise with Internal and External stakeholders; Facilitate stakeholder participation and involvement; Ensure legislative, regulatory, policy and operating standard compliance.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your applications to:
The Municipal Manager; Molemole Local Municipality; Private Bag X 44; Dendron; 0715 or deliver to 303 Church Street; Dendron or Molemole Local Municipality Morebeng Branch Office; 25 Cnr. Roets & Viviers Street; Soekmekaar.

Applications must be submitted on an official Molemole Local Municipality's Section 54A & 56 application form that is downloadable on the municipal website: www.molemole.gov.za and must be signed by the applicant, a comprehensive CV and originally certified copies of: identity document, driver's license and qualifications. *Applications without the above will not be considered. Molemole Local Municipality reserves the right to / not to make appointments. If no response is received from Molemole Municipality 60 days after the closing date, it must be regarded that your application was unsuccessful. Correspondence regarding the advertised position will be limited to successful candidates only.

NB: 1. Candidates will be subjected to security vetting; competency assessment, employment, and reference checks.
2. Faxed and E-Mailed applications will not be accepted.
3. Applications received after the closing date and time will not be considered.
4. Fraudulent qualifications or documentation will immediately disqualify an applicant.
5. Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicant.
6. Candidates with foreign qualifications must also attach SAQA evaluation report.
7. Appointment will be done in line with Local government: Regulations on Appointment and Conditions of Employment of Senior Managers.

Further enquiries may be directed to Manager-HRM: Mr. MV Mahlake at 015 501 2333. Molemole Local Municipality reserves the right not to fill the advertised post. CLOSING DATE: 02 October 2026 at 16h30. 2025 at 16h30.