



VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

INTERNAL & EXTERNAL ADVERTS

Publication Date: 11 February 2026

Closing Date and Time: 02 March 2026 at 10h00 am

The Victor Khanye Local Municipality as an equal opportunity employer is committed to achieving equity in employment in respect of disability, race and gender as envisaged in the Employment Equity Plan of this municipality.

N.B. Women and people with disability are encouraged to apply.

The principle of recognition of prior learning being amongst other having relevant experience and complying with a required competency level is subject to the submission of a certificate issued by the relevant Seta herein practiced by this municipality.

N.B: APPLICATIONS are hereby invited from suitably qualified candidates that conform to the qualifications and requirements as stated in the recruitment advert here under to apply for the under mentioned positions:

1. CORPORATE SERVICES	
REF NO:	ASM S&A01/01/2026
DIRECTORATE	CORPORATE SERVICES
POSITION	ASSISTANT MANAGER: SECRETARIAT AND ADMINISTRATION
PERIOD OF EMPLOYMENT	PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS
SALARY AND BENEFITS	<ul style="list-style-type: none">➤ T13 N1 R39 455.00 p.m➤ 650 km Travelling Allowance➤ Housing subsidy➤ Medical Aid Subsidy➤ Group Life Insurance
QUALIFICATIONS AND REQUIREMENTS	<ul style="list-style-type: none">➤ Grade 12.➤ Relevant 3-year tertiary qualification, preferably National Diploma or B Degree➤ Computer Literacy: Ms Office, Ms Excel, Ms PowerPoint➤ Experience in using an Electronic Document Management System will be an added advantage.➤ A minimum of 3–5 years of relevant experience in Local Government, specifically in committee administration or corporate services.➤ Drivers Licence Code EB
KEY PERFORMANCE AREAS	<ul style="list-style-type: none">➤ Coordinating and controlling the functionality of council and Section 79/80 portfolio committees.➤ Advising on protocol, procedures, and legislation applicable to the municipal environment.

	<ul style="list-style-type: none"> ➤ Following up on all council and mayoral committee resolutions to ensure implementation. ➤ Compiling and distributing agendas, taking minutes, and ensuring the accuracy of records for council and committee meetings. ➤ With reference to Council's schedule of meetings, arrange and confirm venues with due consideration given to the number of delegates attending and facilities required; and ➤ Allocate secretarial resources in accordance with the status and complexity of meetings and submit completed schedules for approval and execution. ➤ Manage and monitor routing of submissions; ➤ Manage and use of Council resources in order to deliver an effective and efficient service; ➤ Co-ordinate Council, Mayoral Committee, Management and other Committees; ➤ Prepare annual cycle of meetings with cut off dates; and ➤ Manage the use of Council resources in order to deliver an effective and efficient service ➤ Communicate with office bearers to establish items for inclusion on the agenda and the submission of general reports and proposals supporting the agenda items; and ➤ Allocate secretarial resources in accordance with the status complexity of meetings and ➤ Assigns clearly defined tasks to subordinates; ➤ Gives direction to team in meeting objectives; ➤ Facilitates team goal setting and problem solving; ➤ Manages conflict through a participatory transparent approach; and ➤ Provides insight, assistance to subordinates in promoting a culturally and racially integrated workplace. ➤ Ensure employees have clear role descriptions which are linked to overall strategic objectives of the unit; and ➤ Persuades political heads to adopt and implement resolutions / outcomes arrived at in Council meetings ➤ submitting completed schedules for approval and execution. ➤ (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)
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2. OFFICE OF THE MUNICIPAL MANAGER	
REF NO:	BS01/01/2026
DIRECTORATE	OFFICE OF THE MUNICIPAL MANAGER: BUILDING INSPECTORATE
POSITION	BUILDING INSPECTOR
PERIOD OF EMPLOYMENT	PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS
SALARY AND BENEFITS	<ul style="list-style-type: none"> ➤ T11 N1 R29 684.00 p.m ➤ Housing subsidy ➤ Medical Aid Subsidy ➤ Group Life Insurance
QUALIFICATIONS AND REQUIREMENTS	<ul style="list-style-type: none"> ➤ Grade 12 ➤ A relevant National Diploma qualification as stipulated in the national building regulations; (senior certificate plus three years tertiary qualification in one of the following building disciplines: Civil engineering; structural engineering; architecture; building management; building science; building surveying; or quantity surveying). ➤ 3 - 5 years building industry experience. ➤ Computer literacy: MS Office; ➤ Driver's License: Code EB; and ➤ Eligible to be registered as a Peace Officer (Law Enforcement Officer).
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ➤ Able to assist with the inspection of building work as required by the National Building Regulations within the prescribed timeframes; ➤ Assists with site inspections in terms of the National Building Regulations and Building Standards Act, No 103 of 1977 of all buildings under construction; ➤ Able to assist with the reporting of contraventions in terms of the National Building Regulations and Building Standards Act; ➤ Able to prepare site inspection reports in respect of unauthorized building work for legal notices; ➤ Ensures notices are prepared and served in the right manner; and Can assist with the updating of the Application Management System. ➤ Able to provide a service to internal / external customers; ➤ Able to assists with coordinating site inspections with other departments (i.e. Fire, Health, sewerage, etc. contraventions, completions and Occupancy Certificates for buildings); ➤ Able to assists with site inspections relating to hoarding and demolition permit applications; ➤ Assists with building plans scrutiny; and Scrutinise minor work plans. ➤ Knowledge of laws, regulations and policies relating to Land Use Management and the Building Control function. ➤ A technical and operational understanding of the Building Control functions including the technical natures of Tracking Systems; and (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)

3. SOCIAL SERVICES	
REF NO:	HOS01/01/2026
DIRECTORATE	SOCIAL SERVICES
POSITION	HEAD OF SECURITY
PERIOD OF EMPLOYMENT	PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS
SALARY AND BENEFITS	<ul style="list-style-type: none"> ➤ T12 N1 R35 044.00 p.m ➤ Housing subsidy ➤ Medical Aid Subsidy ➤ Group Life Insurance
QUALIFICATIONS AND REQUIREMENTS	<ul style="list-style-type: none"> ➤ Grade 12; ➤ National Diploma or National Certificate in Security Management/Public Safety or related field at NQF Level 5 ➤ Computer literacy: MS Office ➤ Minimum of 3 Years' experience in Security related roles. ➤ Grade C or B PRISA Certificate ➤ Valid Fire Arm Competency Certificate ➤ No Criminal Record ➤ Drivers Licence Code EB
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ➤ Implements procedures, operations and critical outcomes associated with Outsourced Security Management & VIP Protection for the entire municipality through the alignment and implementation of security plans and objectives; controlling the implementation, monitoring, evaluation and reporting sequences of outcomes associated with security programs designed to accomplish key service delivery objectives; formulating approaches and plans to address key security risk issues of the Security Management Section and monitoring the application thereof, and aligning plans to ensure a holistic and integrated approach to security management within the Municipality is accomplished. ➤ .Interacting internally and externally, participating in formal meetings with a view to providing critical information and requirements pertaining to the safety of the VIPs, personnel, important delegations and visitors, Council property and assets, security contracts and surveys, and attending to and reporting on constraints effecting the implementation of operational plans/ guidelines with a view to revising security policies and procedures. ➤ Devising operational plans to protect Council assets, properties, illegal land invasion, designated officials and council personnel, etc.). ➤ Analysing outcomes of risk assessments and studies on specific factors that could threaten safety, through liaison with Traditional Leaders, Religious Organizations, members of the public, SAPS, including gathering of information on political threats. ➤ Interpreting key security requirements and briefing senior personnel on critical aspects of security codes, procedures, protocols requiring observation during specific assignments. ➤ Aligning and monitoring the implementation of security plans in respect of special events and/ or the provision of protection to important officials/ delegates.

	<ul style="list-style-type: none"> ➤ Approving the implementation of contingency plans to avert the risk of potential threats overcoming existing controls and measures. ➤ Interacting with relevant law enforcement agencies including the South African Police Services, South African National Defense Force and Business Communities with a view to coordinate security risk and methodology development of the Security Section. ➤ Monitoring the execution and application of security plans, through the examination of reports and conducting of on the spot investigations and, attending to deviations and/ or determining the need for review of procedures. ➤ Commanding and/ or guiding personnel on the specific applications during safety incidents with a view to maintaining established security management standards/ approaches to react immediately to life threatening and/ or high-risk situations. ➤ Instituting awareness of security management strategies within the Section and communities through the coordination of educational initiatives that provides understanding of basic preventative measures. ➤ (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)
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4. SOCIAL SERVICES	
REF NO:	JFF02/01/2026
DIRECTORATE	SOCIAL SERVICES
POSITION	FIRE FIGHTERS X4
PERIOD OF EMPLOYMENT	PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS
SALARY AND BENEFITS	<ul style="list-style-type: none"> ➤ T07 N1 R17 614.00 p.m ➤ Housing subsidy ➤ Medical Aid Subsidy ➤ Group Life Insurance
QUALIFICATIONS AND REQUIREMENTS	<ul style="list-style-type: none"> ➤ Grade 12 ➤ Firefighter I and Fire Fighter II course; ➤ Hazmat Awareness and Operations Certificates ➤ First Aid Level 3; ➤ Code: EC 1Drivers Licence with PrDP ➤ Pump Operator Certificate ➤ Physically and Mentally fit; ➤ No criminal record
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ➤ Responding as a member of the crew to fires, rescues, hazardous material incidents and related emergency and non-emergency humanitarian incidents, where he/ she will deploy and operate a range of equipment to control/ extinguish fire, extricate or release casualties, resuscitate or treat injured persons and carrying out emergency operations as directed by supervisors in order to save life and property. ➤ Undertaking protection duty by standing by potentially life or property threatening incidents and events with appropriate equipment as directed by supervisors to minimize the risk to life and property. ➤ Preparing for emergency incidents and protection duty by participating in training drills, stimulation exercises, physical fitness training maintaining a high standard of safety and operational efficiency at emergency incidents.

	<ul style="list-style-type: none"> ➤ Participating in fire safety and pre- planning visits as directed by supervisors, reducing the incidence severity of fire and providing a safer environment for fire-fighters and communities. ➤ Participating in public fire education, conducting public demonstrations and visiting communities to promote safety within communities. ➤ Preparing for emergency incidents by checking, cleaning, testing and maintaining equipment and vehicles, ensuring safety, availability and operation at all times. ➤ Participating in the cleaning and maintenance of stations in the absence of the General Workers, maintaining a safe and hygienic working environment in such stations. ➤ Performing administrative duties as directed by supervisors, including completion of pro-forma forms and registers and reports to ensure the reporting of defects and accidents. ➤ Carrying out non-emergency duties such as driving light motor vehicles and the collection and delivery of correspondence, equipment and personnel as directed by supervisors to ensure the efficient functioning of the department. ➤ Attending to the safety and safe keeping of all departmental equipment, vehicles, furniture etc. by ensuring that safety and storage procedures are adhered to at all times. ➤ Driving and operating a range of heavy and extra-heavy specialist appliances to/at emergency incidents as directed by supervisors in order to save life and property and provide humanitarian services to the community. ➤ Carries out related duties as assigned during training year 2... ➤ (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)
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5. TECHNICAL SERVICES	
REF NO:	TLB/01/2026
DIRECTORATE	TECHNICAL SERVICES:
DEPARTMENT/ SECTION	FLEET MANAGEMENT UNIT
POSITION	TLB OPERATOR X2
PERIOD OF EMPLOYMENT	PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS
SALARY AND BENEFITS	<ul style="list-style-type: none"> ➤ T07 N1: R17 617.00 pm ➤ Housing Subsidy ➤ Medical Subsidy ➤ Group Life Insurance
QUALIFICATIONS/ REQUIREMENTS	<ul style="list-style-type: none"> ➤ Grade 12 ➤ Code 10 (C1) Drivers Licence ➤ TLB Operator Certificate ➤ 1-2 years relevant experience
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ➤ Driving and manoeuvring mechanical plant (TLB) and engaging controls to operate mechanisms to enable digging trenches, loading, grading and levelling sequences. ➤ Monitoring overhead power-lines, water pipes, and other site personnel during the operation of heavy plant (TLB). ➤ Removing of tree stumps, bushes, shoring timber (boxing) damaged storm-

	<p>water pipes from trenches.</p> <ul style="list-style-type: none"> ➤ Operating TLB to dig out excess sand/ gravel from the truck bins. ➤ Performing specific functions of digging, cleaning and maintenance operating TLB. ➤ Providing support in erecting, assembling and removing compressors, trailers, whackers, generators, concrete mixers, etc. from site. ➤ Checking the clearing and unblocking of inlets, outlets, valves , filters and connections, removing debris using hand held tools (shovel, fork, etc) and pressurized water systems to remove/ flush blockages. ➤ Washing and cleaning the plant (TLB) removing debris using pressurized hose and specific cleaning material and/ or attending to the basic removal/ replacement of defective parts. <p>➤ (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)</p>
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Kindly Note (that):

1. **Any canvassing and or attempt thereto will automatically disqualify any candidate from being considered for appointment.**
2. **Applications must be submitted on the prescribed application for employment form which can be obtained from the Municipality's website www.victorkhanyelm.gov.za or Human Resource Office and must be accompanied by a detailed Curriculum Vitae, together with certified copies of all relevant qualifications and or certificates, identity document and valid & unendorsed driver's license to be hand delivered in the Application for Employment Box situated at Human Resource Office Room 13A, Corner Samuel Road and Van der Walt Street, Delmas 2210 or could posted to: P.O Box 6,Delmas,2210 OR alternatively submit to recruitment@vklm.gov.za**
3. **Only posted, hand delivered or emailed applications will be accepted. All applications MUST reach the municipality before the closing date and time to be considered. Late applications and or faxed will not be accepted nor considered.**
4. **Should any applicants not be notified or contacted of the outcome of their application within 30 days of the closing date, they should regard their applications as being unsuccessful. The Council nevertheless appreciate the interest shown by all applicants.**
5. **All Shortlisted Candidate will be subjected to Qualifications and Criminal Record Checks.**
6. **Non-RSA Citizens/Permanent Resident Permit Holders apply must attach a copy of their Permanent Residence Permits to their applications and Should be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).**
7. ***Further enquiries regarding the above positions can be directed to: The Executive Director Corporate Services: Ms LM Mahlangu – 013 004 1304***



**TM MASHABELA
MUNICIPAL MANAGER
Notice Number 07/2026**

INTERNAL AND EXTERNAL ADVERT: