



# VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

## INTERNAL & EXTERNAL ADVERTS

*Publication Date: 18 March 2025*

*Closing Date and Time: Monday , 07 April 2025 at 10:00 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. TECHNICAL SERVICES	
REF NO:	DMOM01/03/2025
DIRECTORATE	TECHNICAL SERVICES
POSITION	DEPUTY MANAGER OPERATIONS AND MAINTENANCE
PERIOD OF EMPLOYMENT	PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS
SALARY AND BENEFITS	<ul style="list-style-type: none"><li>➤ T15 N1 R48 051.00 p.m plus 750 km Travelling Allowance</li><li>➤ Housing subsidy</li><li>➤ Medical Aid Subsidy</li><li>➤ Group Life Insurance</li></ul>
QUALIFICATIONS AND REQUIREMENTS	<ul style="list-style-type: none"><li>➤ Grade 12</li><li>➤ B.Tech/Bsc Degree in Civil Engineering or Equivalent</li><li>➤ Minimum of 5Years Experience at Senior Management</li><li>➤ Computer Literacy</li><li>➤ Valid Code C1 Driver's Licence</li><li>➤ Membership with a relevant professional body will be an added advantage</li><li>➤ Knowledge of and Understanding of Legislation related to the Municipalities (e.g. but not limited to MFMA, MSA, DORA)</li></ul>
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"><li>➤ Design, implement operation and maintenance policies to promote VKLM culture and Vision and oversee basic services operations</li><li>➤ Determine needs of different sections and provide input in the compilation of the budget</li><li>➤ Set comprehensive and smart KPA for operation and maintenance performance</li><li>➤ Manage the implementation and smooth running of operations and maintenance of infrastructure</li></ul>

	<ul style="list-style-type: none"> <li>➤ Manage operational and maintenance duties in the effective and efficient manner, adequate productivity levels at all time</li> <li>➤ Facilitate safe working condition for all employees that are in the section by monitoring the work processes and that work is undertaken in accordance with safety regulations</li> <li>➤ Conduct site visits to monitor the operations and attend to problems</li> <li>➤ Develop and maintain strategic alliances with various stakeholders in resolving operations and maintenance of infrastructure</li> <li>➤ Manage overall procurement plans and specifications of services required in the directorate and report progress of contracted services</li> <li>➤ Draft comprehensive reports on a monthly basis on the maintenance projects progress</li> <li>➤ Oversee implementation of all operational risk and audit action plans related to the directorate.</li> <li>➤ Develop a comprehensive infrastructure management plan for the directorate</li> <li>➤ Monitor that all loss or damage reports are submitted in time for the claims to be carried and to attend accidents involving units property or vehicles</li> <li>➤ Manage directorates assets by representing the units at the loss control committee, registering the directorates, maintaining and reviewing assets of the directorate</li> <li>➤ Manage the operations on all infrastructure and make sure that all malfunctions are handled accordingly.</li> <li>➤ Implement staff development and training to achieve overall objectives</li> <li>➤ <b>(FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)</b></li> </ul>
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<b>2. OFFICE OF THE MUNICIPAL MANAGER</b>	
<b>REF NO:</b>	<b>CO01/03/2025</b>
<b>DIRECTORATE</b>	<b>OFFICE OF THE MUNICIPAL MANAGER</b>
<b>POSITION</b>	<b>COMPLIANCE OFFICER</b>
<b>PERIOD OF EMPLOYMENT</b>	<b>PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS</b>
<b>SALARY AND BENEFITS</b>	<ul style="list-style-type: none"> <li>➤ T11 N1 R27 850.00 p.m</li> <li>➤ Housing subsidy</li> <li>➤ Medical Aid Subsidy</li> <li>➤ Group Life Insurance</li> </ul>
<b>QUALIFICATIONS AND REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Three year tertiary qualification, national diploma or B Degree in Finance, Accounting, Audit, Risk or LLB obtained from a recognised institution of higher learning</li> <li>➤ Minimum of 3 years Regulatory Compliance experience</li> <li>➤ Computer Literacy</li> <li>➤ Valid Code 8 Driver's Licence</li> <li>➤ Membership with a relevant professional body will be an added advantage</li> <li>➤ Knowledge of and Understanding of Legislation related to the Municipalities (e.g. but not limited to MFMA, MSA, DORA)</li> <li>➤ Understanding of risk management principles to identify and mitigate potential compliance risks;</li> <li>➤ Familiarity with relevant Regulatory Compliance tools for data analysis, reporting, and compliance tracking;</li> </ul>

<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>➤ Conduct periodic assessment of the Municipality's internal controls in relation to compliance to ensure they are in line with external and internal regulations.</li> <li>➤ Implement an annual compliance program for the municipality which includes periodic compliance assessments to be conducted.</li> <li>➤ Conduct investigations to identify the root causes of compliance issues identified in order to advise and facilitate corrective measures.</li> <li>➤ Ensure proper documentation and record keeping of compliance activities for reference purposes</li> <li>➤ Prepare Monthly and Quarterly Compliance reports for review by the Assistant Manager Compliance &amp; Governance</li> <li>➤ Assist departments in facilitating compliance risk assessments and developing compliance risk mitigation strategies</li> <li>➤ Keep abreast of changes/updates in legislation and making suggestions to the Assistant Manager Compliance &amp; Governance for implementation within the Municipality to ensure compliance.</li> <li>➤ Provide guidance and assistance to all departments within the Municipality with regards to any compliance enquires.</li> <li>➤ Ensure that Municipality's reporting obligations and relevant notifications to Municipal Council are made in an accurate and prompt manner.</li> <li>➤ <b>(FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)</b></li> </ul>
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<b>3. BUDGET AND TREASURY</b>	
<b>REF NO:</b>	<b>AR01/03/2025</b>
<b>DIRECTORATE</b>	<b>BUDGET AND TREASURY</b>
<b>DEPARTMENT/ SECTION</b>	<b>ACCOUNTANT REVENUE</b>
<b>POSITION</b>	<b>PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS</b>
<b>SALARY AND BENEFITS</b>	<ul style="list-style-type: none"> <li>➤ T12 N1: R32 879.00 pm</li> <li>➤ Housing Subsidy</li> <li>➤ Medical Subsidy</li> <li>➤ Group Life Insurance</li> </ul>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject.</li> <li>➤ 2-5 years' relevant municipal revenue experience required.</li> <li>➤ Computer literacy: MS Office</li> </ul>
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>➤ Aware and be able to apply the principles of GRAP</li> <li>➤ Calculates and interprets basic accounting ratios</li> <li>➤ Evaluates different debt collection methods</li> <li>➤ Makes and records payments in accordance with financial policies and regulations</li> <li>➤ Clearing of income suspense accounts to ensure proper allocation of funds received, identifying deposits receipted in the suspense account and tracing and following up on depositors of such monies for declaration.</li> <li>➤ Reviewing daily banking balancing to avoid under/ over banking, and signing off as proof of review.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Updating cashbook with the receipts received through the bank and over the counter for the preparation of the monthly report.</li> <li>➤ Tracing from bank statements, cheques returned by the bank, to process journal reversing to such payments.</li> <li>➤ Performing debtor's reconciliations to maintain an accurate, complete and valid levy payer account.</li> <li>➤ Verifying and preparing information extracted by Consolidated Billing Database, compiling statistical graphs and reports, and submitting for management purposes.</li> <li>➤ Analysing and verifying transactional recordings, Debtor reports and summaries and, processing or approving adjustments to entries.</li> <li>➤ Reconciling Debtor accounts and proceeding with the posting and balancing of ledger accounts, including handing over of long outstanding accounts.</li> <li>➤ Generating reminder notifications for circulation to overdue debtors and/ or communicating, calculating and establishing payment terms and conditions with defaulters.</li> <li>➤ Attending to the compilation of the annual billing schedule, daily billing parameter, and controlling the validation process for correctness of data entered.</li> <li>➤ Auditing the pre-billing metered process validation and reporting discrepancies to the Manager for authorisation.</li> <li>➤ Authorising daily billing runs, scrutinising billing runs for abnormally high accounts, and reporting to the Manager.</li> <li>➤ Generating Debtor Age Analysis reports and checks the status of accounts with a view to referring arrear/ overdue accounts for further action.</li> <li>➤ Coordinating the banking and balancing of revenue collections.</li> <li>➤ Analysing and evaluating the consolidated rates and valuations system in terms of best practise to facilitate effective revenue collection.</li> <li>➤ Analysing and verifying transactional recordings, Debtor reports and summaries, approving adjustments to entries, and monitoring reminder notifications for circulation to overdue debtors and establishing payment terms and conditions with defaulters.</li> <li>➤ Analysing and evaluating complex customer complaints/ queries on rates and valuations, with a view to, implementing measures and enhancing customer satisfaction.</li> <li>➤ Verifying information regarding ownership details, calculating adjustments and journalise before capturing information onto the financial system.</li> <li>➤ Verifying of rates clearance certificates, payment vouchers, requisitions, etc, and the consolidation of properties in accordance with new applications.</li> <li>➤ <b>(FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)</b></li> </ul>
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<b>4. CORPORATE SERVICES</b>	
<b>REF NO:</b>	<b>OHS02/03/2025</b>
<b>DIRECTORATE</b>	<b>CORPORATE SERVICES:OHS</b>
<b>DEPARTMENT/ SECTION</b>	<b>OCCUPATIONAL HEALTH AND SAFETY OFFICER</b>
<b>POSITION</b>	<b>PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS</b>
<b>SALARY AND BENEFITS</b>	<ul style="list-style-type: none"> <li>➤ T11 N1: R27 850.00 pm</li> <li>➤ Housing Subsidy</li> <li>➤ Medical Subsidy</li> <li>➤ Group Life Insurance</li> </ul>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Three-year tertiary qualification, national diploma or B Degree in Occupational Health and Safety Management</li> <li>➤ 3 Year relevant work experience</li> <li>➤ Code B Drivers License.</li> <li>➤ Computer Literacy (Ms Word,Ms Excel and Ms Outlook)</li> </ul>
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>➤ Identifies with the Occupational Health and Safety strategy with respect to service delivery implementation by:</li> <li>➤ Communicating with the immediate supervisor on specific Key Performance Areas (Accident prevention &amp; Loss control measures) with a view to aligning OHS functions/ objectives/ SDBIP against the capacity and capability of the Section.</li> <li>➤ Implementing Occupational Health and Safety operational plans and addressing the implementation of key safety and loss programmes with line management.</li> <li>➤ Analysing existing facilities (for potential hazards) and operations with a view of implementing corrective measures.</li> <li>➤ Implement Employee Health and Wellness Programmes to support the municipal objectives.</li> <li>➤ Implementing provisions of the Occupational Health &amp; Safety Act on projects through evaluating appointed Safety Representatives on their performance, and comparing and reviewing safe work procedures for different types of jobs.</li> <li>➤ Inspecting work sites and/ or conducting observations of work sequences and determining extent of Occupational Health and Safety awareness and/ or the need for corrective/ remedial measures.</li> <li>➤ Discussing and/ or investigating workplace accidents/ incidents, seeking reasons from supervisory personnel on any non-compliance/ deviation and providing direction on courses of action for execution.</li> <li>➤ Assessing the adequacy of control procedures with respect to firearms and ammunition and dangerous weapons, and addressing/ investigating specific deviations with a view to instituting disciplinary measures.</li> <li>➤ Analyzing and reviewing reports of injuries, property damage, occupational diseases and public liability incidents.</li> <li>➤ Compiling analysis of causative factors, establishing a classification system</li> </ul>


	<p>to identify significant causative factors, and ensuring validity of reported information.</p> <ul style="list-style-type: none"> <li>➤ Coordinating surveys and appraisals by relevant specialist e.g. medical, industrial hygienist, fire protection and environmental engineers to identify conditions affecting health and safety of workforce.</li> <li>➤ Participating in investigation sequences encompassing visiting locations/ sites and communicating with relevant personnel and safety representatives to gather relevant evidence in order to minimize future causative incidents. Implementing inspection of facilities to determine the adequacy of fire safety and disaster control procedures and/ or issuing compliance notification for specific offences.</li> <li>➤ Monitoring the election of Health and Safety representatives.</li> <li>➤ Training elected Health and Safety representatives.</li> <li>➤ Monitoring the functioning and regularity of Safety Committees.</li> <li>➤ Ensuring that Health Safety Committees meet at the prescribed intervals.</li> <li>➤ Consolidating and analysing information to facilitate the preparation of a comprehensive EAP plan, identifying and prioritising specific interventions.</li> <li>• Monitoring arrangements for urgent medical attention in instances of injuries on duty.</li> <li>• Monitoring that injuries-on-duty is reported on the prescribed form and monitoring that all injuries on duty are recorded in the injury of duty register.</li> <li>➤ <b>(FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)</b></li> </ul>
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<b>5. CORPORATE SERVICES</b>	
<b>REF NO:</b>	<b>SOH02/03/2025</b>
<b>DIRECTORATE</b>	<b>CORPORATE SERVICES:OHS</b>
<b>DEPARTMENT/ SECTION</b>	<b>SNR CLERICAL ASSISTANT:OHS</b>
<b>POSITION</b>	<b>PERMANENT SUBJECT TO PROBATION PERIOD OF SIX (6) MONTHS</b>
<b>SALARY AND BENEFITS</b>	<ul style="list-style-type: none"> <li>➤ T8 N1: R18 609.00 pm</li> <li>➤ Housing Subsidy</li> <li>➤ Medical Subsidy</li> <li>➤ Group Life Insurance</li> </ul>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Certificate in Occupational Health and Safety or relevant equivalent qualification.</li> <li>➤ 1- 2 years relevant working experience.</li> <li>➤ Computer Literacy(Ms Word, Ms Excel, Ms Powerpoint)</li> </ul>
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>➤ Management of safety files</li> <li>➤ Carrying out administrative activities and functions of the unit</li> <li>➤ Investigating incidents.</li> <li>➤ Participating in internal OHS audits.</li> <li>➤ Inspecting the working environment and reporting on the inspection done.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Promoting healthy working environment.</li> <li>➤ Work with the OHS Officer to schedule wellness screening/activities/programs at various site offices.</li> <li>➤ Maintain confidentiality of employee's medical information.</li> <li>➤ Promoting overall fitness and Employee health and wellness in the municipality.</li> <li>➤ Implement Employee Health and Wellness Programmes to support the municipal objectives.</li> <li>➤ (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)</li> </ul>
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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](http://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 Alternatively email to [recruitment@vklm.gov.za](mailto:recruitment@vklm.gov.za)
3. Only posted or hand delivered applications will be accepted. All applications MUST reach the municipality before the closing date and time to be considered. Late applications and or faxed/emailed 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 Manager Corporate Services: Mr A Moshaba – 013 665 6000

  
**TM MASHABELA**  
**MUNICIPAL MANAGER**  
**Notice Number 14/2025**

INTERNAL AND EXTERNAL ADVERT MARCH 2025