

RE-ADVERTISEMENT.

NB: CANDIDATES WHO APPLIED PREVIOUSLY ARE NOT REQUIRED TO RE – APPLY. RECOMMENDED CANDIDATES MAY BE SUBJECTED TO COMPETENCY ASSESSMENT.

DIRECTORATE: COMMUNITY DEVELOPMENT
UNIT: SPORTS, ARTS AND CULTURE

POSITION: DEPUTY DIRECTOR

Salary

R765 048.00 – R768 804.00 per annum (Level 2) excluding cell phone, data and transport allowance.

Qualifications

- Grade 12
- Bachelor's Degree in Public Administration/Management or BA in Administration, Community Development, Sports and Recreation Management or a related field

Experience

- 8 years' experience in sports, arts and culture, of which 3 years must be at managerial level.

Requirements

- Valid Code B driver's license
- Computer literacy (MS Office applications)

Key Performance Areas

Strategic Oversight of Section

- Coordination with section heads, strategic planning workshops, IDP alignment, departmental performance reviews.

Financial Planning and Budget Control

- Budget compilation, financial reporting, expenditure oversight, funding proposal.

Stakeholder Engagement and Representation

- Meetings with community groups, government department, NGOs, cultural and sports bodies.

Monitoring and Evaluation Programmes

- KPIs, statistical data, community feedback, internal reports, performance appraisal.

Compliance and Governance

- Review of policy development, training and monitoring.

Leadership and Staff Management

- Mentoring, performance management, conflict resolution, recruitment and succession planning.

Oversight of Events and public Programmes

- Event planning, cross-functional coordination, logistics and risk management.

DIRECTORATE: CORPORATE SUPPORT
UNIT: ADMINISTRATION

POSITION: DEPUTY DIRECTOR

Salary

- R765 048.00 – R768 804.00 per annum (Level 2) excluding cell phone, data and transport allowance.

Qualifications

- Grade 12
- Bachelor's Degree in Public Administration/Management/ Law

Experience

- 8 years' experience preferably in Council Support Administration, of which 3 years must be at managerial level.

Requirements

- Computer Literate (MS Office applications)
- Valid Code B driver's license

Key Performance Areas

Strategic Planning and Departmental Oversight

- Draft and implement the Department's strategic management plan
- Align Council by-laws in line with legislative requirements.
- Coordinate updates to Council's policy.
- Manage departmental budgets and monitor compliance.

Council Committee System Management

- Ensure smooth operations of the Council and Committees system.
- Coordinate agenda completion for Council and committees.
- Manage the accurate recording and execution of resolutions.
- Follow up on resolution implementation.

Property and Assets Administration

- Oversee departmental budgeting and implementation.
- Manage the town planning scheme.
- Update Council's Valuation Roll.

Training and Development for Councillors

- Coordinate continuous training for Councillors and Ward Committees in collaboration with the Speaker's Officer.

Public Notice and Communication Management

- Publish and advertise Council notices (e.g. tenders, land alienation, and amendment schemes).
- Distribute relevant government gazettes to departments.
- Submit reports and items to Council and Committees.
- Provide legal support to Council and Committee.

DIRECTORATE: PUBLIC SAFETY
UNIT: TRAFFIC AND SECURITY

POSITION: DEPUTY DIRECTOR

Salary

R765 048.00 – R768 804.00 per annum (Level 2) excluding cell phone, data and transport allowance.

Qualifications

- Grade 12
- Bachelor's Degree in one of the following fields: Traffic Management, Fire Technology or Licensing Administration, Police Science or a relevant equivalent qualification

Experience

- 8 years' relevant experience in Public Safety related services, of which at least 3 years must be at managerial level.

Requirements

- Valid Code B (or higher) driver's license
- No Criminal Record
- Computer Literate (MS Office applications)

Key Performance Areas

Assisting the Director Public Safety in the overall management of the Directorate: Public Safety

- Make sure that personnel in the Directorate are defined with all procedure, policies and functions accordingly and communicated.
- Attending meetings relevant to operations and functioning of the Directorate.
- Attending to Portfolio Committee meeting, Mayco meetings and Council meetings to give guidance to the activities of the Directorate in the absence of the Director: Public Safety.
- Preparing, submitting reports and overall performance of subordinates as requested/ instructed.
- Managing and directing personnel to achieve strategic goals and ensure service delivery and targets are met.
- Completion and handling of administrative duties in the Public Safety Directorate.
- Compiling of reports to Council and Sb – Committees and the rectification thereof.
- Completion and finalization of correspondence internal and external.
- Representing the Directorate and City Council in the Committees, Structures and other meetings as requested by the Director.
- The control and the authorizing of the leave and sick leave, attendance registers, overtime of personnel and Assistant Director of the divisions.
- Planning of special duties and tasks in the Directorate with Heads of Divisions.
- Carry out regular inspections in all Divisions.
- Inspections on all equipment of the Directorate.

- Assisting the Director Public Safety in acting as Responsible Officer in terms of Delegated Powers and the Gathering Act 208 of 1993 and all other powers invested in the Director Public Safety.
- Attending to complaints and the investigation thereof internal and external.
- The conducting of disciplinary cases and investigation and finalization thereof.
- Planning and presentation of training needs programs and lectures in the Directorate – internal and external.
- Conducting of interviews with applicants for the purpose of appointments.
- To ensure efficient and appropriate service delivery to the Community of KOSH.
- To identify possible problems in the Directorate and seek solutions and ensuring good working relations between employees.

Manage personnel of the Directorate and to Monitor their Performance to Ensure Effective Service Delivery

- Writing, notating, correcting correspondence submitted intended for public and other stakeholder to correct the image of the Directorate.
- Ensuring response from Divisional Assistant Directors in complaints received and finalized.
- Responding and rectifying Audit Queries received from times to time with Assistant Directors and to put procedures in place to avoid repetitions
- Writing of reports and respond to request of reports from the Director Public Safety regarding issues relating to the Directorate and Divisions.
- Ensure that there is accountability if services were not met or addressed and the reasons for deviation in the form of a report or questionnaire.
- Inspections of all registers, records and documentation relating to machinery, equipment and fire arms to ensure control.

Manage and Control the Budget to Ensure Compliance with the Financial Management Act and Policies

- Liaising with the Budget Office for the preparation of the draft of the draft operational and capital budgets.
- Preparing budget requirement with Assistant Directors of Divisions required by the Director Public Safety.
- Managing, monitoring and control of the approved budget submissions and requirements of the divisions.
- Approving and authorizing requisitions and orders to purchase items.
- Finalizing the capital budget, ensuring control of specified items and equipment and report to Director Public Safety.
- Reporting all progress on the capital and operational budget from divisions to the Director Public Safety as required and report on deviations.
- Ensuring that items on the budget control are submitted to the Director Public Safety as he requests in line with Finance Management Act.

Risk Management and Asset Control

- Identified possible security risks and taking appropriate steps and measures to minimise the risks identified.
- In consultation with relevant Divisional Assistant Directors and Departments, identify a possible disaster that may have impact on lives and property and in consultation with the Director Public Safety.

- Investigate possible risks to Council property and security measures to be put in place in a report form.
- Reporting to the Director Public Safety risks and requirements relating to security, safety and disaster risk and possible solutions.
- Attending Disaster Management meetings and acting as Chairperson in the absence of the Director Public Safety.
- Minimize identified risks and safety hazards that may have a negative impact on lives and property and the safety of the personnel.

DIRECTORATE: COMMUNITY DEVELOPMENT
UNIT: PARKS, CEMETERIES AND AERODROME

POSITION: ASSISTANT DIRECTOR

Salary

R692 928.00 – R696 312.00 per annum (Level 3) excluding cell phone, data and transport allowance

Qualifications

- Grade 12
- National Diploma/Bachelor's Degree in Horticulture, Environmental Management, Parks & Recreation or related field

Experience

- Minimum 5-7 years' experience in parks and cemeteries management, of which 3 years must be at middle management.

Requirements

- Valid Code B driver's license
- Computer literacy (MS office applications)

Key Performance Areas

Parks and recreational facilities management.

- Oversee the planning, design, and maintenance of parks, playgrounds, and green spaces.
- Ensure proper Landscaping, Irrigation, and tree planting programs.
- Monitor and manage the allocation of resources, staff, and budget for parks maintenance.
- Implement environmental and conservation policies for sustainable green spaces.

Cemeteries and burial services management.

- Manage the administration and operations of municipal cemeteries.
- Ensure compliance with burial regulations and municipal by-laws.
- Supervise the maintenance of cemetery grounds, roads, and infrastructure.
- Monitor the allocation and sale of burial plots and maintain burial records.

Supervision and personnel management.

- Oversee work teams responsible for parks and cemeteries maintenance.
- Conduct training programs on health, safety, and equipment usage.
- Ensure compliance with Occupational Health and Safety (OHS) standards.
- Monitor staff performance and address disciplinary issues.

Policy implementation and compliance.

- Develop and enforce municipal policies related to parks and cemeteries.
- Ensure adherence to environmental protection laws and health regulations.
- Coordinate with municipal leadership and community organizations for project implementation.
- Conduct inspection and risk assessments to improve service delivery.

Financial and asset management.

- Prepare and manage budget for parks and cemeteries services.
- Monitor the procurement and maintenance of necessary equipment and supplies.
- Identify funding opportunities and draft proposals for infrastructure improvements.
- Ensure accountability in the use of municipal funds and resources.

DIRECTORATE: COMMUNITY DEVELOPMENT
UNIT: LIBRARY SERVICES

POSITION: ASSISTANT DIRECTOR

Salary

R692 928.00 – R696 312.00 per annum (Level 3) excluding cell phone, data and transport allowance

Qualifications

- Grade 12
- National Diploma/Bachelor's Degree in Library and Information Science, or related field

Experience

- Minimum 5-7 years' experience in a public library environment, of which 3 years must be at middle management.

Requirements

- Valid Code B driver's license
- Computer literacy (MS office applications)

Key Performance Areas

Manage and coordinate library operation, collections, programmes and services.

- Develop policies and procedures for operations, services and programmes.
- Direct programmes including Infrastructure extensions, outreach, IT upgrades, marketing and staff training.
- Develop and implement performance measures for library effectiveness.
- Compile reports and analyse statistics.
- Set clear, visionary objectives for evolving library services.
- Liaise with Deputy Director: Sports, Arts and Culture on Council decisions and new developments.
- Stay current on information technology and service trends.

Lead services promotion and community engagement initiatives.

- Identify community needs.
- Attend and represent library services at cultural and community forums.
- Promote service through outreach, marketing and public relations.
- Respond to public inquiries and complaints.
- Liaise with community groups to increase awareness and library use.
- Represent the library in professional networks.

Manage human resources across library.

- Supervise, train and mentor staff.

- Guide problem-solving and monitor job performance.
- Ensure staff are aware of policies, roles, and responsibilities.
- Participate in recruitment, shortlisting and interviews.
- Maintain open communication and support staff welfare.
- Establish effective internal relationships.

Develop, control and report on library budgets.

- Estimate, compile and justify operating, capital and income budgets.
- Participate in budgeting processes.
- Motivate and defend budget allocations.
- Monitor, control and report on budget variances.
- Track and report on expenditure rates.

Source alternative funding and manage capital projects.

- Evaluate current library facilities.
- Prepare business plans and applications for grants (e.g. Provincial and National funds)
- Act as Project Manager for new libraries and infrastructure upgrades.
- Coordinates with stakeholders and manage project timelines and outcomes.

DIRECTORATE: CORPORATE SUPPORT
UNIT: ADMINISTRATION

POSITION: ASSISTANT DIRECTOR

Salary

R692 928.00 – R696 312.00 per annum (Level 3) excluding cell phone, data and transport allowance.

Qualifications

- Grade 12
- National Diploma/Bachelor's Degree in Public Admin or related field

Experience

- Minimum 5-7 years' experience in administration, council support and committees, of which 3 years must be at middle management.

Requirements

- Valid Code B driver's license
- Computer literacy (MS office applications)

Key Performance Areas

Administrative Support and Supervision

- Manage alignment of Council by-laws with legislative requirements.
- Coordinate policy updates.
- Administer the Integrated Development Plan (IDP) programs.
- Oversee departmental budget drafting and management.
- Handle Council correspondence and ensure timely distribution.
- Oversee Council Administration logistics.

Meeting and Agenda Management

- Prepare and submit items for agendas.
- Take minutes for Council and sub-committee meetings.
- Promulgate new tariffs.
- Provide Secretarial Support to Sub – Committees.
- Coordinate Committee Portfolio and minutes.

Correspondence Management

- Route incoming correspondence (post book).
- Gather comments from Managers on incoming letters.
- Coordinates with Chef Records Clerk timeously filling.

Staff Supervision and Resources Management

- Monitor attendance and approve leave.
- Manage vehicles.
- Check office availability of staff.

- Address daily issues.
- Oversee administration.

- **Regulatory and Delegation Management**
- Manage Council's delegation system and policies.

CLOSING DATE: 29 MAY 2026

Prescribed application form is available. Failure to complete prescribed form will be disqualified.

The following documents should be attached: Certified copies of original documentation of

- ID Document,
- Qualifications,
- Training Certificates and
- Driver's license (where applicable) and must be attached to the CV and failure to submit certified copies will render your application unsuccessful.

Also note that:

- Faxed or e-mailed CVs will not be considered.
- Copies of certified documents will also not be considered.

Interested Candidates are requested to submit complete Curriculum Vitae at the Human Resource Services Section, Room 15, Ground Floor, Civic Centre, Cnr Bram Fischer and OR Tambo Street, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Section, HR Department, P.O. Box 99, Klerksdorp, 2570. Shortlisted candidates (if necessary) will be subject to a security clearance conducted by National Intelligence Agency. Enquiries can be made with Mr. MV Toli/ IE Modise/ Ms. N Madona/ Mr. S Khatha on 018 487 8094/ 8532. Suitably qualified and/or experienced persons with disabilities are encouraged to apply. The City of Matlosana is an Equal Opportunity Employer.

If you have not been contacted by the City of Matlosana within 3 months, you may accept that your application was unsuccessful.

**CIVIC CENTRE
PO BOX 99
KLERKSDORP
2570**

**MS. L SEAMETSO
MUNICIPAL MANAGER**

NOTICE NO. 17/2026