

JOB ADVERTISEMENT FOR KLERKSDORP RECORDS/ LENTSWE CITY OF MATLOSANA LOCAL MUNICIPALITY

DIRECTORATE: CORPORATE SUPPORT
UNIT: HUMAN RESOURCES

POSITION: HEALTH PROMOTION COORDINATOR X2

Salary

- R489 972.00 – R540 984.00 per annum (Level 6)

Qualifications

- Grade 12
- Diploma in a Public Health Science

Requirements

- Valid Code B Driver's License
- Computer Literacy (MS Office Applications)

Experience

- 5 years relevant working experience with 3 years in supervisory position.

Key Performance Areas

- Attend to employees in the Occupational Health Centre.
- Dressing wounds of employees. Using aseptic techniques.
- Taking vital measures, for examples, blood pressure, weight and height for body mass index, blood sugar levels, haemoglobin levels, Cholesterol and any other vitals need.
- Transfer information obtained from the employees onto the relevant employee file.
- Participate in planning and implementation of programs for the various target groups.
- Flexible and able to work on various topics such as HIV/Tuberculosis, nutrition, sexual and reproductive health, chronic diseases, epidemics, sexual and gender based violence etc.
- Submits records of time worked and time off in a timely manner.

DIRECTORATE: CORPORATE SUPPORT
UNIT: HUMAN RESOURCES

POSITION: HR PRACTITIONER: PMDS

Salary

- R540 984.00 – R597 348.00 per annum (Level 5)

Qualifications

- Grade 12
- National Diploma/ Degree in Human Resources or related field

Requirements

- Valid Code B Driver's Licence
- Computer Literacy (MS Office Applications)

Experience

- 6 years relevant working experience at Human Resources, of which 2 years working experience in performance management development system.

Key Performance Areas

- Performance Planning and Contracting.
- Conduct Performance follow-ups with departments.
- Coordinate mid-year and annual review process.
- Develop user-guides and reference materials.
- Compliance, reporting and record management.
- Maintain secure PMDS records and system data.
- Performance rewards and moderation support.

DIRECTORATE: TECHNICAL AND INFRASTRUCTURE
UNIT: WATER

POSITION: ENGINEERING TECHNICIAN

Salary

- R540 984.00 – R597 348.00 per annum (Level 5)

Qualifications

- Grade 12
- National Diploma in Civil Engineering

Requirements

- Eligible to register with ESCA
- Valid Code B Driver's license
- Computer Literate (MS Office and MS Project)

Experience

- 6 years' relevant working experience at Civil Engineering, of which 2 years should be supervisory level at Water Section.

Key Performance Areas

- Inspect ground and elevated reservoirs for structural integrity, leaks, and contamination risks.
- Assist with the development and update of operations and maintenance plans.
- Detect and investigate leaks using pressure monitoring equipment.
- Maintain inspection logs and maintenance records.
- Investigate customer's complaints (low pressure, discoloured water, no supply).
- Records flow rates and pressure at key nodes.
- Assist in pressure management and district metered area (DMA) monitoring.

DIRECTORATE: TECHNICAL AND INFRASTRUCTURE
UNIT: ROADS AND STORMWATER

POSITION: SENIOR ENGINEERING TECHNICIAN

Salary

- R612 336.00 – R643 464.00 per annum (Level 4)

Qualifications

- Grade 12
- National Diploma/ Degree in Civil Engineering

Requirements

- Eligible to register with ECSA
- Valid Code B Driver's license
- Computer Literate (MS Office and MS Projects)

Experience

- 6 years' relevant working experience at Civil Engineering, of which 2 years should be supervisory at Roads and Storm water.

Key Performance Areas

- Provide regular update of roads and storm water status by compilation of monthly and quarterly report.
- Administrate the identified income and expenditure in the unit within Council requirements and contrails.
- Facilitate complain with relevant legislations, service level agreements and IDP requirements.
- Evaluate and recommend building plan services with respect to roads and storm water.
- Facilitate the implementation of standards and key performance indicators (KPI's) to achieve efficient service delivery.
- Represents the section in meetings and forums that relate to road and storm water.

DIRECTORATE: TECHNICAL AND INFRASTRUCTURE
UNIT: ROADS AND STORMWATER

POSITION: ENGINEERING TECHNICIAN

Salary

- R540 984.00 – R597 348 per annum (Level 5)

Qualifications

- Grade 12
- National Diploma/ Degree in Civil Engineering

Requirements

- Eligible to register with ECSA
- Valid Code B Driver's license
- Computer Literate (MS Office Applications)

Experience

- 5 years' relevant working experience at Civil Engineering, of which 2 years should be at supervisory level at roads and maintenance.

Key Performance Areas

- Responsible for the supervision of construction project by attending site visits and inspection to ensure the efficient and effective running of these contracts.
- Inspects work in progress by site inspections to ensure that all work is proceeding in terms of the contract documentation.
- Inspects, comments and approves design of water reticulation and pipelines, sewer mains and pumps stations, roads and storm water drainage schemes before tenders are advertised by scrutinizing draft designs and drawings to ensure that the various services branches design standards are met.
- Maintain regular contact with supplier's representatives by attending product launches and information sessions to establish innovations in the technology of materials and to negotiate cost and delivery periods of materials that are not in the annual contract.
- Responsible for providing comments and action plans on Town Planning proposals such as new township developments. Housing schemes, sub – divisions and in – fill scheme by Scrutinizing the circulations and commenting on the required municipal standards to ensure that the provision of all services branches are catered for and Municipality standards are maintained.

DIRECTORATE: FINANCE
UNIT: BUDGET

POSITION: SENIOR ADMIN OFFICER (FUNDING)

Salary

- R489 972.00 – R540 984.00 per annum (Level 5)

Qualifications

- Grade 12
- National Diploma/Degree in Accounting/ Financial Management or related field

Requirements

- Computer Literate (MS Office Applications)

Experience

- 5 - 8 years' relevant working experience at Finance, which includes 2 years of supervisory experience.

Key Performance Areas

- Manage and Reconcile all Conditional and Unconditional grants received
- Reconcile municipal Infrastructure Grants Certificate Payments of Income and Expenditure reports from Project Management Unit (PMU)
- Submit monthly, Quarterly and annual grant report to National Treasury
- Submit unspent conditional grants roll overs application to National Treasury
- Report grants performance evaluation of grants and application of roll overs
- Compile monthly grants register
- Attend to any queries and exceptions raised by Auditor General

DIRECTORATE: BUDGET AND TREASURY
UNIT: REVENUE MANAGEMENT

POSITION: RISK MANAGEMENT ACCOUNTANT

Salary

- R489 972.00 – R540 984.00 per annum (Level 6)

Qualifications

- Grade 12
- National Diploma/ Degree in Accounting/ Financial Management s or related field

Requirements

- Computer Literate (MS Office Applications)

Experience

- 5 – 8 years' relevant working experience at Finance, which includes 2 years of supervisory experience.

Key Performance Areas

- Review, budgets and operational reports.
- Identify potential areas of exposure in revenue, expenditure and asset management
- Implement and monitor internal control systems.
- Trace key risk indicators and trends
- Ensure that costs are transparent, efficient and consistent
- Ensure all financial operations comply with relevant legislation and municipal guidelines.
- Understands costing concepts and provides advice on managing costs Effectively- Activity Based Costing (ABC) allow for the accumulation and recovery of costs associated with the purchase of items, resulting in improved accuracy in calculating service benefits.
- Support budget, change management, and risk mitigation throughout the project lifecycle (Cost Recovery)
- Update spreadsheet with cost driver volumes and method volumes and summarize for Senior Accountant.

CLOSING DATE: 16 JULY 2026

Prescribed application forms are 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 email CVs will not be considered.
- Copies of certified documents will also not be considered.

Interested Candidates are requested to submit complete Curriculum Vitae at Human Resources Section, Room 2, Ground Floor, Civic Centre, Corner Bram Fischer and OR Tambo Street, KLERKSDORP. 2570.

Shortlisted Candidates (if necessary) will be subjected to security clearance conducted by National Intelligence Agency. Enquiries can be made with Mr. MV Toli/ Mr. IE Modise/ Ms. N Madona / Mr. S Khatha on the following numbers 018 487 8094/8085/8532.

Suitably qualified and/ or experience a person with disabilities are encouraged to apply. The City of Matlosana Municipality is an Equal Opportunity Employer.

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

**CIVIC CENTRE
P.O. BOX 99
KLERKSDORP
2570**

**MS. LESEGO SEAMETSO
MUNICIPAL MANAGER**

NOTICE NO: 2026/32