

(LOCAL NEWSPAPER (KLERKSDORP RECORD/LENTSWE)

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

UNIT: FRESH PRODUCE MARKET

POSITION: ASSISTANT MARKET MASTER: OPERATIONS

Salary

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

Qualifications

- Grade 12
- National Diploma/ or Degree in Public Administration/ Business Management/ or Operation Management

Experience

- 6 - 8 years' relevant experience on a managerial position and understanding local government issues, and also experience with procurement and sales of fresh fruit and vegetables.

Requirements

- CMPD/MFMP Certificate will be added advantage
- Valid Code B driver's license
- Computer Literacy

Key Performance Areas

- Manages the Market Business Operations
- Ensures regulatory procedures and policies are adhered to
- Organise and control Market Operations
- Perform administrative functions
- Maintains public relations and market support development, consignment control hygiene and food safety standards
- Ensures adherence to safety and security measures
- Presents ideas and beliefs in a manner which is consistent with the rules and regulations of the Municipality/Market
- Remains abreast of changes in the industry
- Lead the team and manage market operations
- Maintain productive relationships with current Agents and Buyers
- Fully responsible for procurement processes of Market Infrastructure

CLOSING DATE: 17 September 2025

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 Khata 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. 38/2025