



## THEMBISILE HANI LOCAL MUNICIPALITY

Thembisile Hani Local Municipality invites suitably qualified applicants for the following vacant positions

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### POLITICAL OFFICE

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#### CHIEF ADMIN MPAC

**Work Station: Political Office THLM/PO/02**

**Term of Office: Permanent**

**Salary: R 437,506 – R 567,911 pa. (Excluding benefits) Task Grade 13.1**

**Requirements:** Grade 12, National Diploma/B-Degree in Public Administration/Public Management or equivalent and Computer literacy MS Office, knowledge of Municipal Financial Management, Municipal operations and performance reporting will be an added advantage. 3-5 years' relevant administrative experience. Valid driver's license

**Competencies:** Use of Technology, Written Communication, Planning and Organising

**Key Responsibilities:** Performs tasks / activities associated with coordinating the logistical requirements for Council and Committee meetings, Provision of committee secretarial support through the application of laid down meeting procedures, Knowledge of municipality committee, meeting procedures and protocol, related administrative tasks;, and Monitoring and Supervision, and perform other duties as assigned.

### MUNICIPAL MANAGER'S OFFICE

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#### COMMUNICATION OFFICER

**Work Station: Municipal Manager Office THLM/MM/02**

**Term of Office: Permanent**

**Salary: R 278,813 – R 361,898 pa. (Excluding benefits) Task Grade 10.1**

**Requirements:** Grade 12, and National Diploma/B. Degree in Communication/Public Relations or equivalent qualification, 2-3 years' relevant experience, Computer literacy: MS Office. Valid driver's licence.

**Competencies:** Communication, Organizational Awareness, Conceptual Thinking,

**Key Responsibilities:** Maintain and create updated content for all communications plans to support their business objectives, projects and programmes. Promote the Municipality's brand by running external and in-house media events. Communicate the Municipality's Vision by developing and implementing short- and long-term media strategies for specific projects and initiatives. Respond to media queries on a day-to-day basis. Compile and distribute press releases, proof reading and editing of public documents and publications. Promote and attend Mayoral, Municipal, Corporate and Community events during and after business hours, and perform other duties as assigned.

## **RISK OFFICER**

**Work Station: Municipal Manager Office THLM/MM/03**

**Term of Office: Permanent**

**Salary: R 278,813 – R 361,898 pa. (Excluding benefits) Task Grade 10.1**

**Requirements:** Grade 12, National Diploma/B-Degree in Internal Auditing/Risk Management/Accounting or equivalent qualification, 2-3 years in the field of Risk Management or Internal Auditing, Membership with Institute of the Internal Auditors or Risk Management professional body will serve as an advantage, Computer literacy MS Office.

**Competencies:** Oral and Written Communication, Research and Analysis, Advocacy/ Negotiation, Ethics and Professionalism, organizational Awareness, conceptual thinking skills

**Key Responsibilities:** Coordinate risk analysis/identification, implement policies, strategy and framework, risk assessment and mitigation processes, risk awareness and compliance, provide administrative support to the section, and perform other duties as assigned.

## **FINANCE DEPARTMENT**

### **CHIEF ACCOUNTANT EXPENDITURE**

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**Work Station: Finance Department THLM/FD/03**

**Term of Office: Permanent**

**Salary: R 437,506 – R 567,911 pa. (Excluding benefits) Task Grade 13.1**

**Requirements:** Grade 12, National Diploma or B Com with Financial Accounting as a major subject. Computer literacy MS Office. Advanced knowledge of applicable local government legislation (e.g. MSA, MFMA, and others as applicable). 5-8 years' relevant experience required which includes 2 years of supervisory experience.

**Competencies:** Oral and Written Communication, Written Communication, Organizational Awareness, Problem Solving, Planning and organizing

**Key Responsibilities:** Reviewal of monthly creditor's recons accounts including salaries and proceedings with the posting and balancing of ledger accounts. Reviewal of implementation checks and balances on all activities related to expenditure by analysing, balancing and monitoring of expenditure, budgeting of expenditure and bank reconciliations. Verify the completeness of VAT returns. Perform spot checks for petty cash management. Manage, control and coordinate council's expenditure. Monitor and balance expenditure with the budget, ensuring that budget is not overspent. Provide statistics as required by National Treasury and central statistics.

## **PLANNING AND ECONOMIC DEVELOPMENT**

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### **ASSISTANT MANAGER PLANNING & ECONOMIC DEVELOPMENT**

**Work Station: Planning & Economic Development THLM/P&ED/02**

**Salary: R 567,911 – R 737,185 pa. (Excluding benefits) Task Grade 15.1**

**Requirements:** Grade 12, plus B-Tech or Bachelor's Degree in Development Studies/ Project Management, Urban Development or relevant field and computer literacy MS Office. 8 years or more relevant experience. Valid driver's license

**Competencies:** Organizational Awareness/Political Impact, Information Measuring and Monitoring, Planning and Organizing, Monitoring and reporting

**Key Responsibilities:** Manage and coordinate all processes relating to IDP and ensuring Municipal legislative compliance, identifies and defines the immediate short-term and long-term objectives/plans and controls associated with Integrated development planning. Implementing new developments and legislative imperatives supporting IDP development plan necessary to achieve acceptable levels and standards of service delivery to the relevant stakeholders for consideration and inclusion into the Municipality's short/medium-term performance and service delivery plans. Preparing submissions/reports to specific portfolio committees for perusal and discussion. Plans and implements the formulation of specific policies and procedures associated with the IDP, In addition, perform other duties as assigned.

**Candidates applying for these positions must meet the core-competencies as set out in the Local Government: Municipal Staff Regulation No.45181 of 20 September 2021**

**NB: Candidates shortlisted for positions involving hazardous condition will be required to provide fitness certificate upon appointment at their own cost.**

Applications must be submitted on the prescribed "**General application**" form obtainable from the HR Office/Municipal website: [www.thembisilehanilm.gov.za](http://www.thembisilehanilm.gov.za). An application should include a comprehensive CV with at least three contactable references, certified copies of qualifications & ID document/card can be submitted to: The Municipal Manager: Thembisile Hani Local Municipality, Private Bag x 4041 Empumalanga 0458 or can be deposited at

Thembisile Hani Local Municipality Stand No 24 Kwaggafontein 'C' in a Marked Drop Box for vacancies. No faxed or e-mailed applications will be accepted.

**Failure to fill and sign the prescribed application form will automatically disqualify the applicant.**

Thembisile Hani Municipality is an equal opportunity, affirmative Action Employer and all appointment made will be in accordance with the Employment Equity Act. Preference will be given to suitable qualified designated groups in accordance with the Municipal Employment Equity Plan.

**CLOSING DATE: 27 June 2023 @ 16H00**

**Enquiries to Human Resources: Tjia NP or Mfiso NA at 013 986 9169**

**NB:** Canvassing in respect of these positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful.

**The council reserves the right not to appoint and no correspondence will be entered into. Candidates must be willing to be subjected to background screening and/or security clearance process.**



**Ms.SA Nxumalo**  
**Manager: Corporate Services**

12/06/2023  
Date



**Mr. DJD Mahlangu**  
**Municipal Manager**

12/06/2023  
Date