



**METRO MUNICIPALITY / METRO MUNISIPALITEIT / LEKGOTLA LA MOTSE**

The Mangaung Metro Municipality is an employer of choice, committed to the principles of the Employment Equity Act NO. 55/98 as amended and hereby invites suitably qualified persons to apply. The appointment and/or promotion to the below stated positions will be done in line with MMM's Employment Equity Plan. Notwithstanding the stated requirements, it remains applicants' responsibility to demonstrate their suitability for appointment/promotion.

**INTERNAL/EXTERNAL VACANCY BULLETIN – NO. 04/2024 for April 2024**

Applicants are required to complete an application form in full and must submit their applications with abridged CV's directly to the address indicated below. Internal applicants must please indicate their employee number on their CV's. Applicants may also call on the relevant telephone number as provided for more information.

We would like to stress that the posts advertised in this bulletin must be made available only to employees of Mangaung Metro Municipality except where it is expressly indicated otherwise.

**AN INCOMPLETE APPLICATION WILL DISQUALIFY AN APPLICANT**

Certified copies of highest educational qualifications must accompany applications. PLEASE NOTE: NO APPLICATIONS WILL BE CONSIDERED IF THE ABOVEMENTIONED DOCUMENTS ARE NOT ATTACHED. Please note that if you do not receive any correspondence from this organisation, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

APPLICANTS MUST NOTE THAT APPROPRIATE CHECKS WILL BE CONDUCTED FOR ALL SHORT – LISTED CANDIDATES. FURTHER, THAT APPOINTMENT AND/OR PROMOTION IS SUBJECT TO POSITIVE OUTCOME OF THESE CHECKS WHICH INCLUDES SECURITY VETTING/CLEARANCE, QUALIFICATIONS AND CRIMINAL RECORD VERIFICATIONS. BY APPLYING FOR A POSITION APPLICANTS GIVE CONSENT TO THE MUNICIPALITY TO CONDUCT THESE VERIFICATION.

The closing date in respect of all positions is 03 May 2024 at 12h00

The bulletin consists of 16 advertisements and a total of number of 120 posts.

**PLEASE NOTE THAT CV'S/APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED**

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*We thank all applicants for their interest.*

REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/01	<p>SNR LAW ENFORCEMENT OFFICER</p> <p>Three (03) Posts</p> <p>Salary Grade: 008</p> <p>R 393 588 / R 403 344 / R 413 196 / R 422 940 / R 432 744 per annum</p>	<p>PUBLIC SAFETY &amp; SECURITY</p> <p>Sub Directorate: Regional Operations</p> <p>Law Enforcement Section</p>	<p><b>Qualifications and Experience:</b> Grade 12 or equivalent plus a valid drivers' license plus three (03) to four (04) years' experience in law enforcement. Any other qualification in the law enforcement environment will be an added advantage.</p> <p>Previous appointment as member of a South African Police Service would be an added advantage.</p> <p><b>Core Description:</b> The successful candidate will be responsible for the following function:</p> <ul style="list-style-type: none"> <li>• Planning and execution of law enforcement tasks.</li> <li>• Investigations and reporting on criminal activity in MMM.</li> <li>• Attend planning meetings for marches and sports events.</li> <li>• Law enforcement administration planning and supervision of traffic personnel: - <ul style="list-style-type: none"> <li>• Attendance registers monitoring.</li> <li>• Leave administration of subordinates.</li> <li>• Vehicle inspections.</li> <li>• Inspect equipment, log sheets, firearm registers.</li> <li>• Attend to grievances and performance appraisals.</li> </ul> </li> </ul> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• South African citizen.</li> <li>• No criminal record.</li> <li>• Attention to detail.</li> <li>• Must be physically healthy and able to stand physical exhaustion.</li> <li>• be prepared to submit him/herself for medical examination.</li> <li>• Able to handle conflict.</li> <li>• Proficiency in at least two (2) official languages of service of MMM.</li> </ul>	<p>GM: Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p><b>Contact person:</b> All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpeli@mangaung.co.za">thabang.mpeli@mangaung.co.za</a> or Tel: 051 405 8487</p> <p><b>Please note: Emailed applications will not be accepted.</b></p> <p><b>Closing Date: 03 May 2024 at 12h00</b></p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/02	<p>SECRETARY</p> <p>Eight (08) Posts</p> <p>Salary level: 012/010</p> <p>R 235 452 / R 241 116 /  R 246 936 / R 252 828 /  R 258 648 / R 263 340 /  R 269 352 / R 275 628 /  R 282 048 / R 288 708 /  R 295 224 / R 302 448 /  R 309 540 / R 316 788 /  R 324 324 / R 331 824 per annum</p>	ALL DIRECTORATES	<p><b>Qualifications and Experience:</b>  Grade 12 (Matric) plus Computer Literacy: MS Office Applications plus two (02) years' experience in secretarial or administrative work. Studying towards a Secretarial or Office Administration Diploma will be an added advantage.</p> <p><b>Core Description:</b> The successful candidate will be responsible for the following function:  Secretarial Support.</p> <ul style="list-style-type: none"> <li>• Scheduling and updating appointments.</li> <li>• Confirm travel and accommodation details.</li> <li>• Prepare, format, and copy type documents.</li> <li>• Confirm availability and reserving Conference/Board room for meetings.</li> <li>• Arrange and schedule and coordinate meetings.</li> <li>• Keep record of all documents, correspondence, discussions, and instructions.</li> <li>• Operating as a receptionist for the office.</li> <li>• Maintenance of attendance register.</li> <li>• Administer leave forms.</li> <li>• Maintain the asset and inventory lists for the office.</li> <li>• File confidential and general documentation.</li> <li>• Maintain records of items issued to individual employees of the office.</li> </ul> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM.</li> <li>• Good interpersonal skills.</li> <li>• Planning and organizing skills.</li> <li>• Administrative skills and attention to detail.</li> <li>• Able to think independently, analyse and draw conclusions and articulate own ideas.</li> <li>• Ability to function under pressure.</li> </ul>	<p><b>GM: Human Resource Management  PO Box 3704  BLOEMFONTEIN  9300</b></p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p><b>Contact person:</b> All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpele@mangaung.co.za">thabang.mpele@mangaung.co.za</a> or <b>Tel: 051 405 8670</b></p> <p><b>Please note: Emailed applications will not be accepted.</b></p> <p><b>Closing Date: 03 May 2024 at 12h00</b></p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/03	<p>CLERK GR. II</p> <p>Forty (40) Posts</p> <p>Salary Grade: 013/011</p> <p>R 212 724 / R 216 540 /  R 218 808 / R 222 624 /  R 226 488 / R 235 452 /  R 241 116 / R 246 936 /  R 252 828 / R 258 648 /  R 263 340 / R 269 352 /  R 275 628 / R 282 048 /  R 288 708 per annum</p>	ALL DIRECTORATES	<p><b>Qualifications and Experience:</b></p> <p>Grade 12 or equivalent plus Computer Literacy: MS Office plus 0 – 2 years' experience.</p> <p><b>Core Description:</b> The successful candidate will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• Answer telephone calls regarding complaints from the public and process them.</li> <li>• Perform general administrative duties.</li> <li>• Complete and process internal requisition forms.</li> <li>• Stock checking of all stationary.</li> <li>• Keep records in the division.</li> </ul> <p><b>Additional requirements</b></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM.</li> <li>• Acceptable state of health.</li> </ul>	<p><b>GM: Human Resource Management</b>  PO Box 3704  BLOEMFONTEIN  9300</p> <p><b>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</b></p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p><b>Contact person:</b> All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpeli@mangaung.co.za">thabang.mpeli@mangaung.co.za</a> or Tel: 051 405 8670</p> <p><b>Please note: Emailed applications will not be accepted.</b></p> <p><b>Closing Date: 03 May 2024 at 12h00</b></p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/04	<p>CLERK GR. IV</p> <p>Two (02) Posts</p> <p>Salary Grade: 015/013</p> <p>R 189 192 / R 193 248 /  R 197 208 / R 197 208 /  R 201 108 / R 204 960 /  R 208 872 / R 212 724 /  R 212 724 / R 216 540 /  R 218 808 / R 222 624 /  R 226 488 per annum</p>	ALL DIRECTORATES	<p><u>Qualifications and Experience:</u></p> <p>Grade 12 or equivalent plus Computer Literacy: MS Office plus 0 – 1 years' experience.</p> <p><u>Core Description:</u> The successful candidate will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• Answer telephone calls regarding complaints from the public and process them.</li> <li>• Perform general administrative duties.</li> <li>• Stock checking of all stationary.</li> <li>• Keep records in the division.</li> </ul> <p><u>Additional requirements</u></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM.</li> <li>• Acceptable state of health.</li> </ul>	<p><b>GM: Human Resource Management</b>  <b>GM: Human Resource Management</b>  <b>PO Box 3704</b>  <b>BLOEMFONTEIN</b>  <b>9300</b></p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p><b>Contact person:</b> All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpele@mangaung.co.za">thabang.mpele@mangaung.co.za</a> or  Tel: 051 405 8670</p> <p>Please note: Emailed applications will not be accepted.</p> <p><b>Closing Date: 03 May 2024 at 12h00</b></p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/05	<p>CASHIER PARKING GARAGE</p> <p>One (01) Post</p> <p>Salary Grade: 015/013</p> <p>R 189 192 / R 193 248 /  R 197 208 / R 197 208 /  R 201 108 / R 204 960 /  R 208 872 / R 212 724 /  R 212 724 / R 216 540 /  R 218 808 / R 222 624 /  R 226 488 per annum</p>	COMMUNITY SERVICES	<p><u>Qualifications and Experience:</u></p> <p>Grade 12 or equivalent plus Computer Literacy: MS Office plus 0 – 1 years' experience.</p> <p><u>Core Description:</u> The successful candidate will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• Render customer care services.</li> <li>• Collect entrance fee.</li> <li>• Ensure effective cash management.</li> </ul> <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> <li>• Ability to work under pressure;</li> <li>• Aptitude with figures;</li> <li>• Good customer relations;</li> <li>• Honesty and accountability; and</li> <li>• Proficiency in at least two (2) official languages of service of MMM.</li> </ul>	<p><b>GM: Human Resource Management</b>  <b>PO Box 3704</b>  <b>BLOEMFONTEIN</b>  <b>9300</b></p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p><b>Contact person:</b> All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpeli@mangaung.co.za">thabang.mpeli@mangaung.co.za</a> or Tel: 051 405 8670</p> <p><b>Please note:</b> Emailed applications will not be accepted.</p> <p><b>Closing Date:</b> <u>03 May 2024 at 12h00</u></p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/06	<p><b>LIBRARY AID</b></p> <p>Three (03) Posts</p> <p>Salary level: 015/014</p> <p>R 189 192 / R 193 248 / R 197 208 / R 197 208 / R 201 108 / R 204 960 / R 208 872 / R 212 724 per annum</p>	COMMUNITY SERVICES	<p><b><u>Qualifications and Experience:</u></b></p> <p>Grade 12 or equivalent plus Computer Literacy: MS Office plus 0 – 1 years' experience.</p> <p><b><u>Core Description:</u></b> The successful candidate will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• Shelving of material to ensure accessibility.</li> <li>• Maintain library material and equipment to ensure service delivery.</li> <li>• Material distribution by collecting, sorting, delivering and assisting with the loading/unloading to support service delivery.</li> </ul> <p><b><u>Additional Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM.</li> <li>• Good interpersonal skills.</li> <li>• Work shifts.</li> </ul> <p><b><u>Special Conditions attached to post:</u></b></p> <p>Work every consecutive Saturday.</p>	<p><b>GM: Human Resource Management</b> PO Box 3704 <b>BLOEMFONTEIN</b> 9300</p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p><b>Contact person:</b> All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpele@mangaung.co.za">thabang.mpele@mangaung.co.za</a> or Tel: 051 405 8670</p> <p>Please note: Emailed applications will not be accepted.</p> <p><b>Closing Date: 03 May 2024 at 12h00</b></p>


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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/07	<p>ACCESS CONTROL OFFICER</p> <p>One (01) Post</p> <p>Salary Grade: 015/014</p> <p>R 189 192 / R 193 248 / R 197 208 / R 197 208 / R 201 108 / R 204 960 / R 208 872 / R 212 724 per annum</p>	COMMUNITY SERVICES	<p><b>Qualifications and Experience:</b></p> <p>Grade 12 or equivalent plus Computer Literacy: MS Office plus 0 – 1 years' experience.</p> <p><b>Core description:</b></p> <p>The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• Ensure monthly/occasional tenants are making use of the correct parking bays.</li> <li>• Responsible for taking bank statements to Treasury and Administrative Officer for verification.</li> <li>• Assist Parking Garage Officer with problems at exit gates.</li> <li>• Ensure tenants have left building before closing.</li> <li>• Control entry/exit of personnel/visitors from premises.</li> <li>• Record registration numbers and vehicle details entering/ leaving premises.</li> <li>• Report non-conforming practices.</li> </ul> <p><b>Additional requirements:</b></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM</li> <li>• Able to record basic information</li> <li>• Good communication skills</li> </ul>	<p><b>GM: Human Resource Management</b> PO Box 3704 <b>BLOEMFONTEIN</b> 9300</p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p><b>Contact person:</b> All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpele@mangaung.co.za">thabang.mpele@mangaung.co.za</a> or Tel: 051 405 8670</p> <p><b>Please note:</b> Emailed applications will not be accepted.</p> <p><b>Closing Date: 03 May 2024 at 12h00</b></p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/08	<p>CASHIER Gr. II</p> <p>One (01) Post</p> <p>Salary Grade: 015/014</p> <p>R 189 192 / R 193 248 / R 197 208 / R 197 208 / R 201 108 / R 204 960 / R 208 872 / R 212 724 per annum</p>	COMMUNITY SERVICES	<p><u>Qualifications and Experience:</u></p> <p>Grade 12 with mathematics and accountancy as subjects plus 0 – 1 years' experience.</p> <p><u>Core Description:</u> The successful candidate will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• Render customer care services;</li> <li>• Collect entrance fee; and</li> <li>• Ensure effective cash management.</li> </ul> <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> <li>• Ability to work under pressure;</li> <li>• Aptitude with figures;</li> <li>• Good customer relations;</li> <li>• Honesty and accountability; and</li> <li>• Proficiency in at least two (2) official languages of service of MMM.</li> </ul>	<p>GM: Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p>Contact person: All enquiries may be directed to the Manager: Employment at <a href="mailto:thabang.mpele@mangaung.co.za">thabang.mpele@mangaung.co.za</a> or Tel: 051 405 8670</p> <p>Please note: Emailed applications will not be accepted.</p> <p><b>Closing Date: 03 May 2024 at 12h00</b></p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/09	SNR DISPATCH AID  One (01) Post  Salary Level: 015  R 189 192 / R 193 248 / R 197 208 per annum	ALL DIRECTORATES	<p><u>Qualifications and Experience:</u></p> <p>Grade 10</p> <p>One (01) year experience in a similar environment will be an added advantage.</p> <p><u>Core description:</u> The successful candidate will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• Collect mail from unit's correspondence office.</li> <li>• Sort mail according to addressee details.</li> <li>• Batch mail and correspondence according to location to ease delivery.</li> <li>• Distribute mail/internal correspondence to various departments/offices.</li> <li>• Ensure mail, correspondence and memorandums are correctly allocated and distributed.</li> </ul> <p><u>Additional requirements:</u></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM.</li> <li>• Good communication skills.</li> </ul>	<p>GM: Human Resource Management            PO Box 3704            BLOEMFONTEIN            9300</p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p>Contact person: All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpeli@mangaung.co.za">thabang.mpeli@mangaung.co.za</a> or Tel: 051 405 8670</p> <p>Please note: Emailed applications will not be accepted.</p> <p><b>Closing Date: 03 May 2024 at 12h00</b></p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/10	<p>ASSISTANT LOGISTICS OFFICER</p> <p>Two (02) Posts</p> <p>Salary Grade: 015</p> <p>R 189 192 / R 193 248 / R 197 208 per annum</p>	FINANCE	<p><b>Qualifications and Experience:</b> Grade 10 plus a Code EB drivers' licence.</p> <p>One (01) year experience in a supply chain management or finance environment will serve as an added advantage.</p> <p><b>Core description:</b> The successful candidate will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• Provide support to the SCM officials in respect of specific activities associated with the receiving, issuing and movement of documents and orders as well as equipment to ensure laid down instruction/ guidelines are complied with, and adequate support made available to the Unit enabling the accomplishment of specific outcomes/deadlines.</li> <li>• Conducts inspections and reports on defects on vehicles to ensure specific maintenance standards are maintained, vehicle defects are reported, and instructions are complied with.</li> </ul> <p><b>Additional requirements:</b></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM; and</li> <li>• Good communications skills.</li> </ul>	<p>GM: Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p><b>Contact person:</b> All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpeli@mangaung.co.za">thabang.mpeli@mangaung.co.za</a> or Tel: 051 405 8670</p> <p><b>Please note:</b> Emailed applications will not be accepted.</p> <p><b>Closing Date: 03 May 2024 at 12h00</b></p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/11	<p>MESSENGER GR. I</p> <p>Five (05) Posts</p> <p>Salary Level: 016/015</p> <p>R 188 796 / R 189 192 / R 193 248 / R 197 208 per annum</p>	ALL DIRECTORATES	<p><u>Qualifications and Experience:</u></p> <p>Grade 8 plus valid Code EB drivers' license.</p> <p>One (01) year experience will be an added advantage.</p> <p><u>Core Description:</u> The successful candidate will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• Receipt and distribute mail;</li> <li>• Deliver purchase requests and obtain official orders from the SCM offices;</li> <li>• Collect stationary items form the SCM offices;</li> <li>• Daily inspection of vehicle and report deviations to supervisor;</li> <li>• Arrange requisitions for repairs and maintenance of vehicle;</li> <li>• Complete the logbook after each trip;</li> <li>• Provide office support by operating the photocopier, delivering mail to other offices and circulate mail within the directorate.</li> </ul> <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM;</li> <li>• Able to organise tasks;</li> <li>• Neat appearance; and</li> <li>• Good communication skills, able to read and write.</li> <li>•</li> </ul>	<p>GM: Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p>Contact person: All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpele@mangaung.co.za">thabang.mpele@mangaung.co.za</a> or Tel: 051 405 8670</p> <p>Please note: Emailed applications will not be accepted.</p> <p><b>Closing Date: 03 May 2024 at 12h00</b></p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/12	<p>REGISTRATION AID</p> <p>One (01) Post</p> <p>Salary level: 016</p> <p>R 188 796 / R 189 192 / R 193 248 / R 197 208</p>	ALL DIRECTORATES	<p><u>Qualifications and Experience:</u></p> <p>Grade 8</p> <p>One (01) year experience in a similar environment will be an added advantage.</p> <p><u>Core Description:</u> The successful candidate will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• Handling of outward mail and dispatch of Mayoral Committee items.</li> <li>• Date stamp signed documents.</li> <li>• Making of Photostat copies and check for signature.</li> <li>• Distribute copies to sub directorates</li> <li>• File copies and forward a copy to Registration.</li> <li>• Urgent Messenger work for the Directorate.</li> <li>• Prepare temporary files for internal circulation.</li> <li>• Open new contract files and file contract documentation.</li> <li>• Assist with registration work e.g. look for files if and when requested.</li> </ul> <p><u>Additional requirements:</u></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM; and</li> <li>• Good communication skills.</li> </ul>	<p>GM: Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p><b>Contact person:</b> All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpele@mangaung.co.za">thabang.mpele@mangaung.co.za</a> or Tel: 051 405 8670</p> <p><b>Please note:</b> Emailed applications will not be accepted.</p> <p><b>Closing Date:</b> 03 May 2024 at 12h00</p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/13	<p>STORE ATTENDANT</p> <p>Six (06) Posts</p> <p>Salary Level: 016/015</p> <p>R 188 796 / R 189 192 / R 193 248 / R 197 208 per annum</p>	ALL DIRECTORATES	<p><u>Qualifications and Experience:</u></p> <p>Grade 12 or equivalent plus Computer Literacy: MS Office plus 0 – 1 years' experience.</p> <p><u>Core description:</u> The successful candidate will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• Performs activities associated with of the receipting, storage and movement of stock items applying specific procedures to enable identification with replenishing/ order requirements, controlling of stock movement, attending to the recording and reporting of stock levels and adjustments and providing guidance and support to personnel in respect of specific stock and storekeeping applications.</li> <li>• Stock receipting and movement are controlled in accordance with laid down procedure to prevent unaccounted for losses and shrinkage.</li> <li>• Recordkeeping and reporting requirements and deadlines are adhered to, and information made available to support the resolution of queries prior to processing supplier invoices.</li> </ul> <p><u>Additional requirements:</u></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM.</li> <li>• Accepted state of health.</li> <li>• Subject to weather conditions, climate temperature, gasses, odours, hazardous substance.</li> <li>• Communication skills.</li> </ul>	<p>GM: Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p><b>Contact person:</b> All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpeli@mangaung.co.za">thabang.mpeli@mangaung.co.za</a> or Tel: 051 405 8670</p> <p>Please note: Emailed applications will not be accepted.</p> <p><b>Closing Date: 03 May 2024 at 12h00</b></p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/14	<p>TEA MAKER</p> <p>One (01) Post</p> <p>Salary Grade: 016/015</p> <p>R 188 796 / R 189 192 / R 193 248 / R 197 208 per annum</p>	COMMUNITY SERVICES	<p><u>Qualifications and Experience:</u></p> <p>Grade 8</p> <p>One (01) year experience as a cleaner or tea maker will be an added advantage.</p> <p><u>Core Description:</u> The successful candidate will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• To provide beverages to staff and meeting delegates to ensure that they are refreshed during the day or during meetings: <ul style="list-style-type: none"> <li>• Liaise with secretaries for refreshment requirements at meetings.</li> <li>• Prepare tea, coffee and other refreshments; and</li> <li>• Replenish tea and coffee stock.</li> </ul> </li> <li>• Provided cleaning service to ensure neatness and general tidiness: <ul style="list-style-type: none"> <li>• Wash kitchen utensils.</li> <li>• Tidying up of venues.</li> <li>• Tidying the work area.</li> <li>• Take care of kitchen utensils under his/her control.</li> </ul> </li> <li>• Circulate internal mail.</li> </ul> <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM.</li> <li>• Acceptable state of health, physical strength, and a neat appearance.</li> </ul>	<p>GM: Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p><b>Contact person:</b> All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpeli@mangaung.co.za">thabang.mpeli@mangaung.co.za</a> or Tel: 051 405 8670</p> <p><b>Please note:</b> Emailed applications will not be accepted.</p> <p><b>Closing Date:</b> 03 May 2024 at 12h00</p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/15	<p>CLEANER</p> <p>Ten (10) Posts</p> <p>Salary Grade: 016/015</p> <p>R 188 796 / R 189 192 / R 193 248 / R 197 208 per annum</p>	CORPORATE SERVICES	<p><u>Qualifications &amp; Experience:</u></p> <p>Basic literacy.</p> <p><u>Core description:</u> The successful candidate will be responsible for the following functions:</p> <ul style="list-style-type: none"> <li>• Maintain the cleanliness of offices or designated areas.</li> <li>• Reporting defective items to the immediate superior.</li> <li>• Maintain a safe and hygiene environment to office users.</li> </ul> <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Proficiency in at least two (2) official languages of service of MMM.</li> <li>• Good human relations.</li> </ul>	<p>GM: Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</p> <p>Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p>Contact person: All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpeli@mangaung.co.za">thabang.mpeli@mangaung.co.za</a> or Tel: 051 405 8670</p> <p>Please note: Emailed applications will not be accepted.</p> <p><b>Closing Date: 03 May 2024 at 12h00</b></p>

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REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT APPLICATION AND CV TO:
04/16	<p data-bbox="152 180 412 209">GENERAL WORKER</p> <p data-bbox="152 300 394 328">Thirty-five (35) Posts</p> <p data-bbox="152 419 398 448">Salary level: 016/015</p> <p data-bbox="152 491 445 595">R 188 796 / R 189 192 / R 193 248 / R 197 208 per annum</p>	ALL DIRECTORATES	<p data-bbox="837 180 1003 209"><u>Qualifications:</u></p> <p data-bbox="837 248 981 277">Basic literacy.</p> <p data-bbox="837 317 1039 346"><u>Core Description:</u></p> <p data-bbox="837 386 1603 480">The successful candidate will be expected to render services and a general work function in such a manner that the Mangaung Metro Municipality will achieve its service delivery objectives.</p> <p data-bbox="837 520 1128 549"><u>Additional Requirements:</u></p> <ul data-bbox="837 588 1155 617" style="list-style-type: none"> <li>• Acceptable state of health.</li> </ul>	<p data-bbox="1628 180 2033 309">GM: Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</p> <p data-bbox="1628 351 2152 448">Please submit applications at the Ground Floor, Bram Fischer Building or any MMM Library.</p> <ul data-bbox="1628 489 2152 924" style="list-style-type: none"> <li>• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website <a href="http://www.mangaung.co.za">www.mangaung.co.za</a></li> <li>• Completed Application Forms together with an abridged CV, certified copies of Certificates (it is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof) and Qualifications, Identity Document and Driver's Licence should be submitted.</li> </ul> <p data-bbox="1628 965 2152 1102"><b>Contact person:</b> All enquiries may be directed to the <b>Manager: Employment</b> at <a href="mailto:thabang.mpeli@mangaung.co.za">thabang.mpeli@mangaung.co.za</a> or Tel: 051 405 8670</p> <p data-bbox="1628 1144 2152 1208"><b>Please note:</b> Emailed applications will not be accepted.</p> <p data-bbox="1628 1249 2040 1278"><b>Closing Date:</b> <u>03 May 2024 at 12h00</u></p>

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