



EXTERNAL VACANCY BULLETIN NR. 11/2024  
CLOSING DATE: FRIDAY 13 September 2024



THE MANGAUNG METRO MUNICIPALITY IS AN EMPLOYER OF CHOICE, COMMITTED TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT NO. 55/98 AS AMENDED. THE APPOINTMENT TO THE BELOW STATED POSITIONS WILL BE DONE IN LINE WITH MMM'S EQUITY TARGETS. THE MANGAUNG METROPOLITAN MUNICIPALITY HEREBY INVITES SUITABLY QUALIFIED APPLICANTS FROM EXPERIENCED, QUALIFIED, INNOVATIVE, COMMITTED, AND ENERGETIC INDIVIDUALS WITH VISION, FOR APPOINTMENT TO THE FOLLOWING POSITION, WHICH WILL BE BASED IN BLOEMFONTEIN (HEAD OFFICE).

EXTERNAL VACANCY BULLETIN NR. 11/2024 FOR AUGUST  
CLOSING DATE 13 September 2024

MEDICAL PRACTITIONER (PART-TIME) (Ref. nr. E11/01)  
DIRECTORATE CORPORATE SERVICES  
Sub-Directorate: Health and Wellness (Occupational Health Clinic Division)  
One (01) Post, Salary Level: R 600.71 per hour

**Qualifications and Experience:**  
MBCHB-degree  
Registration with the Health Professions Council of South Africa (HPCSA) as a medical practitioner  
Diploma in Occupational Health  
Dispensing license  
Certificate in Audiometry  
Certificate in Spirometry

**Core Description: The successful candidate will be responsible for the following:**  
• Treat minor ailments of employees and do referrals.  
• Determine correct work placement in relation to physical ability.  
• Biological monitoring and health surveillance of employees.  
• Identify and treat occupational diseases.  
• Treat injuries on duty.  
• Do recommendations for early retirement due to ill-health.  
• Ensure correct follow-up, treatment, and referral of all cases of communicable diseases.  
• Ensure safe and responsible use and prescription of scheduled medication.

**Additional Requirements:**  
• Computer literate.  
• Communication skills.  
• Attention to detail.  
• Proficiency in at least two (2) official languages of service of MMM, proficiency in one vernacular language will be an added advantage.

Contact person: All enquiries may be directed to the GM: Health & Wellness at Tel: 051 406 6367

CLINICAL PSYCHOLOGIST (PART-TIME) (Ref. nr. E11/02)  
DIRECTORATE CORPORATE SERVICES  
Sub-Directorate: Health and Wellness (Occupational Health Clinic Division)  
One (01) Post, Salary Level: R 600.71 per hour

**Qualifications and Experience:**  
Master's degree in Clinical Psychology  
Registered with HPCSA as a clinical psychologist  
A course in medical legal practise will be an added advantage

**Core Description: The successful candidate will be responsible for the following:**  
• Mental health Management.  
• Health and productivity Management.  
• Psychosocial Management.  
• Conflict resolution.  
• Psychosocial Management.  
• Psychometric Assessment.  
• Neuropsychology.  
• Treat very complex conditions such as substance abuse, depression, anxiety disorder and bipolar disorder.  
• Overall assess, diagnose, and treat the psychological problems and behavioural dysfunctions resulting from, or related to psychological problems.  
• Evaluate and manage clients that has been screened by OHNP or Wellness practitioner, for treatment or admission of these clients if needed.  
• Assist with debriefing, trauma counselling of employees exposed to trauma at workplace, e.g. Fire fighters, traffic officers as well as group counselling.  
• Advice on policy decisions.

**Additional requirements:**  
• Computer literate.  
• Communication skills.  
• Attention to detail.  
• Proficiency in at least two (2) official languages of service of MMM, proficiency in one vernacular language will be an added advantage.

Contact person: All enquiries may be directed to the GM: Health & Wellness at Tel: 051 406 6367

TRAFFIC OFFICER (Five (05) Posts) (Ref. nr. E11/03)  
DIRECTORATE PUBLIC SAFETY AND SECURITY  
Sub Directorate: Regional Operations (Traffic Services Division)  
Salary Grade: 012/009 (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 / R 339 480 / R 347 028 / R 354 924 / R 362 772 / R 370 560 / R 378 396 / R 386 232 per annum)

**Qualifications and Experience:**  
Grade 12  
Valid drivers' license  
Traffic Training Diploma accredited by the Instituted of Traffic and Municipal Officers of Southern Africa (NQF level 4)  
2 – 3 years relevant experience

**Core Description: The successful candidate will be responsible for the following:**  
• Communicating with the control room and attend to traffic bottlenecks caused through accidents, breakdown of peak hour congestion.

- Use hand signals to communicate with drivers and pedestrians, directing, diverting, stopping, and controlling the flow.
- Interact with control room for specific services to remote obstacles or contain specific disasters to facilitate traffic offences.
- Communicate with the offender and/or interact with the control room or SAPS to facilitate arrest for more serious offences.
- Acting on distress calls or information related to crime in progress communicating with the control room to establish location and details and executing specific policing sequences on the scene.
- Participate in routine checks and setting up and operating speed timing devices and stopping vehicles and conducting inspection of driver's licenses, vehicle registration and roadworthiness requirements and/or attending to specific infringement of road safety rules.
- Attending to the documentation and notifications procedures, serving of summons, compliance orders, executing warrants of arrests and preparing statements.
- Completing and submitting case files to facilitate prosecution and attending and defending specific actions in the court of law.
- Recording the statements of witnesses and offenders and/or competing details of traffic offences/ contraventions prior to issuing the fines.
- Updating the occurrence book inserting details of incidents and activities attended to.
- Completing procedural documentation inserting appropriate details
- Executing laid down procedures to test and determine the functionality of equipment/vehicles and reporting defects to the immediate superior for attention.

**Additional Requirements:**  
• Attention to detail.  
• Able to handle conflict.  
• Proficiency in at least two (2) official languages of service of MMM.  
• Required to work in all weather conditions.  
• Required to work outside normal working hours during emergencies and planned overtime.  
• Required to be on standby.

Contact person: All enquiries may be directed to the Manager: Administration at Tel: 051 405 8587

SECRETARY (One (01) Post) (Ref. nr. E11/04)  
OFFICE OF THE CITY MANAGER – Office Support  
Salary level: 012/010 (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)

**Qualifications and Experience:**  
Grade 12 (Matric)  
Computer Literacy: MS Office Applications  
Two (02) years' experience in secretarial or administrative work  
Studying towards a Secretarial or Office Administration Diploma will be an added advantage

**Core Description: The successful candidate will be responsible for the following function:**  
Secretarial Support.  
• Scheduling and updating appointments.  
• Confirm travel and accommodation details.  
• Prepare, format, and copy type documents.  
• Confirm availability and reserving Conference/Board room for meetings.  
• Arrange and schedule and coordinate meetings.  
• Keep record of all documents, correspondence, discussions, and instructions.  
• Operating as a receptionist for the office.  
• Maintenance of attendance register.  
• Administer leave forms.  
• Maintain the asset and inventory lists for the office.  
• File confidential and general documentation.  
• Maintain records of items issued to individual employees of the office.

**Additional Requirements:**  
• Proficiency in at least two (2) official languages of service of MMM.  
• Good interpersonal skills.  
• Planning and organizing skills.  
• Administrative skills and attention to detail.  
• Able to think independently, analyse and draw conclusions and articulate own ideas.  
• Ability to function under pressure.

Contact person: All enquiries may be directed to the Snr Admin Officer at Tel: 051 405 8621

**Submissions of Applications:**  
• Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website [www.mangaung.co.za](http://www.mangaung.co.za)  
• Completed Application Forms.  
• 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 valid Driver's Licence.  
• Forwarded by email at [employ@mangaung.co.za](mailto:employ@mangaung.co.za) or hand delivered in sealed envelopes at: Room 510, 5th Floor, Bram Fischer Building, De Villiers Street, Bloemfontein or P.O. Box 3704, Bloemfontein, 9300.  
• By applying for a position applicants give consent that their personal information may be accessed for verification purposes in adherence to the POPI Act.

Closing Date: Friday 13 September 2024 at 12h00

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 90 days of the closing date, you should consider your application as being unsuccessful.
- The municipality will not take responsibility for information not mentioned in applications.
- The Municipality reserves the right not to make an appointment.

- CITY MANAGER  
SELLO MORE

