

EXTERNAL VACANCY BULLETIN NR. 02/2025 - CLOSING DATE: 28 February 2025



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).

ACCOUNTANT (Ref. nr. E02/01) – Two (02) Posts
DIRECTORATE FINANCE
 Sub-Directorate: Financial Accounting & Reporting
 (Control & Operations Division, Operations Section)
 Salary Level: 006 (R 525,672 / R 540,564 / R 555,912 / R 571,764 / R 588,516 / R 604,836 / R 621,036 p.a.)

Qualifications and Experience:

Grade 12 plus Computer Literacy: MS Office plus a relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject plus 2 – 5 years' relevant experience.

Knowledge of the Financial Statements, Caseware and Advanced Excel and ACL is required.

Core Description: The successful candidate will be responsible for the following:

- Preparation and review of lead schedules for the allocated sections.
- Compilation of supporting documentation for balances/transactions for inclusion in the AFS.
- Preparation and review of disclosure notes relating to balances and transactions for inclusion in the AFS and ensuring that these are GRAP compliant.
- Ensure all risks are documented, investigated & addressed in the working papers.
- Review monthly tracking of individual general ledger accounts for correctness processing.
- Scrutinizing and analyzing reports for their accuracy before inclusion in the AFS. This includes the follow-up of information identified as exceptions during the analysis.
- Assist in the preparation of the audit files.
- Assist in the overall process of compilation of the AFS.
- Identify weaknesses and controls within the allocated components and communicate these to the appropriate channels.
- Assists in compiling system descriptions and procedure manuals for identified gaps in internal controls.
- Assist the affected departments with the strengthening of the controls identified.
- Recommendation of new controls to be implemented to improve financial reporting and financial management.
- Assist AG members in understanding the working papers and supporting documentation included in the audit file
- Follow up on accounting issues arising from the audit process.
- Implementing and monitoring the implementation of the audit action plans for the allocated sections
- Monitor subordinates to ensure that timelines are adhered to within the budgeted timelines for completion of procedures.
- Advising the Manager on timelines and progress made
- Performing duties to ensure that the overall objectives of the department is achieved
- Providing guidelines/ guidance to personnel on the preparation of audit working papers.
- Analyse and review working papers to ensure that they reflect correct accounting position of the municipality at year end.
- Monitoring staff attendance through attendance registers and authorizing necessary leave.

Additional requirements:

Sound knowledge on the use of accounting software and in-depth knowledge of accounting. Sound public finance management knowledge (PFMA, and Treasury Regulations). Attention to detail. Statistics and analytical skills. Ability to work under pressure. The ability to guide team leaders and resolve challenges and provide guidance of difficulties experienced at lower levels and be the implementer of management instructions and tasks.

Contact person: All enquiries may be directed to the **GM: Financial Accounting and Reporting** at Tel: 051 405 8922

METAL WORKER / WELDER // SNR (Ref. nr. E02/02) – One (01) Post
DIRECTORATE CORPORATE SERVICES
 Sub-Directorate: Fleet Services and Engineering Support (Engineering Support Division)
 Salary Grade: 009/008/1 (R 354,768 / R 362,652 / R 370,896 / R 379,104 / R 387,240 / R 395,424 / R 403,620 // R 411,300 / R 421,500)

Qualifications and Experience: N3 with maths and a Trade Certificate as Welder plus two (02) years' relevant experience in Welding plus a valid Cod EC drivers' license and a PDP. (A practical test will be preferring to determine the skill level).

Core Description: The successful candidate will be responsible for the following functions:

- Perform metal and welding work to do repair and maintenance work on various machinery and equipment within the municipality, which includes the tracing of defects and other breakages, especially hidden breakages, and the identification thereof, like oil-and water leaks on oil coolers.
- Repair of wheelbarrows, dumping trailers, pallets for mould forms, compaction vehicles, trucks & other fleet and/or equipment as well as related welding work; &
- The incumbent will also be required to assist with the training program for metal workers/welders.

Additional Requirements:

- Must be able to perform MAG, MIG, TIG and CO2 welding on all material types, inclusive of mild steel, stain less steel, 3CR12, aluminium, etc.
 - Must be able to weld from thin (0.5 mm) sheet metal up to at least (30 mm) steel.
 - Good communication skills.
 - To make logical and reasonable decisions regarding mechanical welding tasks.
 - A good sense of accuracy.
 - Good reading and writing abilities to read and understand drawing from which components should be fabricated.
 - Administration and supervision skills.
 - Experience as boiler maker will be advantageous.
 - Physically fit with no health problems such as back injuries, knee problems.
- Must be able to work in elevated positions, on building, structures, vehicles, plant & equipment

Contact person: All enquiries may be directed to the **acting GM: Fleet Services and Engineering Support** at Tel: 051 410 6600

FITTER AND TURNER // SNR (Ref. nr. E02/03) – Two (02) Posts
DIRECTORATE CORPORATE SERVICES
 Sub-Directorate: Fleet Services and Engineering Support (Engineering Support Division)
 Salary Grade: 009/008/1 (R 354,768 / R 362,652 / R 370,896 / R 379,104 / R 387,240 / R 395,424 / R 403,620 // R 411,300 / R 421,500)

Qualifications and Experience:

N4 with Maths and a Trade Certificate as Fitter and Turner plus a valid code EC 1 (Code 14) driver's license plus two (02) years of appropriate experience & knowledge of fitting & turning.

Core Description: The successful candidate will be responsible for the following functions:

- Interprets and co-ordinates specific pre-work / site requirements with regards to repairs, planned and predictive maintenance sequences & guides the activities of personnel
- Completes internal transactional documentation (e.g. time sheets, log sheet, work cards, progress, and productivity report, etc.) and related forms (vehicle and plant checklist).
- Co-ordinates activities and sequences associated with maintaining the functionality of mechanical plant, equipment, and vehicles.
- Co-ordinates activities/ sequences associated with trouble shooting/ fault finding and repairing breakdowns.
- Handling and caring of tools, equipment and all types of keys, drill work and hand machines.

Additional Requirements:

- Proficiency in at least two (2) official languages of service of MMM.
- Good interpersonal and communication skills.
- Good sense of responsibility.

Contact person: All enquiries may be directed to the **acting GM: Fleet Services and Engineering Support** at Tel: 051 410 6600

TRADE WORKER GR I // II // III // SPECIAL GRADE (Ref. nr. E02/04) – One (01) Post
DIRECTORATE CORPORATE SERVICES
 Sub-Directorate: Fleet Services and Engineering Support
 (Engineering Support Division) Salary level: 015-013//012 //011//010// 009/3 (R 197,712 – R 379,104 per annum)

Qualifications and Experience:

Grade 12 and/or N3 Certificate plus one (01) year experience will serve as a recommendation. At least one (01) years' experience in a fleet services environment will be an added advantage.

Core description: The successful candidates will be responsible for the following functions:

- To co-ordinates specific pre-work/site requirements with regards to repairs and planned and predictive maintenance sequences and guides the activities of personnel.
- Completes internal transactional documentation e.g. time sheets, log sheet, progress, and productivity reports, etc. and related forms like vehicle checklists.
- Co-ordinates activities and sequences associated with maintaining the functionality of petrol/diesel Mechanical Plant and vehicles.
- Co-ordinates activities/sequences associated with trouble shooting/fault finding and repairing mechanical breakdowns.

Additional Requirements:

- Good communication skills.
- Proficiency in at least two (2) official languages of service of MMM.
- Must be able to read and write.
- Good human relations.

Contact person: All enquiries may be directed to the **acting GM: Fleet Services and Engineering Support** at Tel: 051 410 6600

TYRE ATTENDANT (Ref. nr. E02/05) – Three (03) Posts
DIRECTORATE CORPORATE SERVICES
 Sub-Directorate: Fleet Services and Engineering Support (Fleet Maintenance Division)
 Salary level: 016/015 (R 197,292 / R 197,712 / R 201,948 / R 206,088 per annum)

Qualifications and Experience:

Grade 8 mother tongue education. Experience at a tyre facility will be an added advantage.

Core Description: The successful candidate will be responsible for the following:

- Perform a pre-inspection of municipal vehicles as per policy before re-fueling.
- Check municipal vehicles tyres.
- Complete all documentation required regarding tyres of fleet and equipment.
- Clean immediate work area, clean and wipe equipment and maintain general clean and safe work environment.
- Report damaged tyres to storeman.
- Report any reportable items.

Additional Requirements:

- Proficiency in at least two (2) official languages of service of MMM.
- Good reading and writing abilities.
- Good human relations.
- Acceptable state of health.

Contact person: All enquiries may be directed to the **acting GM: Fleet Services and Engineering Support** at Tel: 051 410 6600

PUMP ATTENDANT (Ref. nr. E02/06) – Three (03) Posts
DIRECTORATE CORPORATE SERVICES
 Sub-Directorate: Fleet Services and Engineering Support (Diverse Workshop Division)
 Salary level: 016/015 (R 197,292 / R 197,712 / R 201,948 / R 206,088 per annum)

Qualifications and Experience:

Grade 8 mother tongue education. Experience at a fuelling facility will be an added advantage.

Core Description: The successful candidate will be responsible for the following:

- Perform a pre-inspection of municipal vehicles as per policy before re-fueling.
- Filling municipal vehicles with fuel.
- Complete all documentation required regarding fueling of fleet and equipment.
- Clean immediate work area, clean and wipe pumps and maintain general clean and safe work environment.
- Check oil level of municipal vehicles and refill if necessary.
- Report any misuse of fuel to storeman.
- Report any reportable items.
- Provide storeman with daily dip readings.

Additional Requirements:

- Proficiency in at least two (2) official languages of service of MMM.
- Ability to read and write.
- Good human relations.
- Acceptable state of health.
- Well informed in the OHS Act regarding petroleum products.
- Mechanical skills.
- Subject to weather conditions, climate temperature, gasses, odours, hazardous substance.

Contact person: All enquiries may be directed to the **acting GM: Fleet Services and Engineering Support** at Tel: 051 410 6600

ARTISAN ASSISTANT (Ref. nr. E02/07) – Nine (09) Posts
DIRECTORATE CORPORATE SERVICES
 Sub-Directorate: Fleet Services and Engineering Support
 (Engineering Support Division and Fleet Maintenance Division)
 Salary level: 016/015 (R 197,292 / R 197,712 / R 201,948 / R 206,088 per annum)

Qualifications and Experience:

Grade 8 mother tongue education. Knowledge of tools and basic mechanical/technical training will be an added advantage. It will be expected of the successful candidates to undergo training to gain knowledge to enhance job performance.

Core description: The successful candidate will be responsible for:

- Giving assistance to mechanics / welders / metal workers by handing tools, holding work pieces, etc.
- Execution of daily tasks regarding maintenance, construction & preparations of Council equipment.
- Responsible for tools and equipment also putting away and tidying.
- Cleaning and clearing of tools and equipment after completion of task.
- Usage of portable electrical and hand tools under supervision.
- Pickup and delivery of material, parts, and tools to and from the workplace.

Additional Requirements:

- Good Physical fitness.
- Ability to work at high, low, and confined spaces & carry heavy components.
- Proficiency in at least two (2) official languages of service of MMM.
- Subject to weather conditions, climate temperature, gasses, odours, hazardous substance.

Contact person: All enquiries may be directed to the **acting GM: Fleet Services and Engineering Support** at Tel: 051 410 6600

GENERAL MANAGER: ROADS AND STORMWATER (Ref. nr. E02/08) – One (01) Post
DIRECTORATE: TECHNICAL SERVICES
 Sub-Directorate: Roads and Stormwater
 Salary Level: GM Level Total Cost to Company package: R 1 601 964 / R 1 735 584 / R 1 879 488 per annum.

Qualifications and Experience:

Grade 12 plus B. Degree in Civil Engineering or B. Tech Civil or equivalent (in case of a foreign qualification SAQA certificate is required) plus seven (07) years' experience at a senior level in a medium to large organisation plus a valid driver's license plus Computer Literacy: MS Office.Registration as a Professional Engineer/Technologist with the Engineering Council of South Africa will be an added advantage. If not registered a candidate must register within 24 months from the date of appointment.

Core Description: The successful candidate will be responsible for the following:

- Lead the staff within the Sub-Directorate Roads and Stormwater so they can achieve the objectives set for them.
- Plan and manage the key performance areas and result indicators associated with the formulation and review of plans in line with KPI's.
- Identification and prioritizing of needs and measures necessary to address the provision of basic services.
- Plan, monitor and control the sub-directorate's budget.
- Report to the HOD: Engineering Services to keep him/her informed.
- Develop a comprehensive management framework to enable effective program implementation and monitoring.
- Conduct and coordinate strategic long- and short-term planning of the unit, related to the Program Implementation on behalf of the HOD.
- Provide operational supervision of staff related to specific programmes.
- Manage the operating budget.

Additional Requirements:

- Proficiency in at least two (2) official languages of service of MMM.
- Advanced organising and planning skills.
- Advanced multi-sector research, analysis and report writing skills.
- Plan and prioritise tasks in time.
- Be able to work under pressure.
- Good interpersonal skills.
- Innovation and creativity in the formulation of practical solutions to architecture and survey challenges.
- Detailed knowledge of the legal framework that governs architecture and survey sectors in South Africa.
- Able to analyse and draw conclusions.
- Be willing to work outside of standard working hours and days.

Contact person: All enquiries may be directed to the **Head: Technical Services** at Tel: 051 410 6744

GENERAL MANAGER: SANITATION (Ref. nr. E02/09) – One (01) Post
DIRECTORATE: TECHNICAL SERVICES
 Sub-Directorate: Sanitation
 Salary Level: GM Level Total Cost to Company package: R 1 601 964 / R 1 735 584 / R 1 879 488 per annum.

Qualifications and Experience:

Grade 12 plus B. Degree in Civil Engineering or B. Tech Civil or equivalent (in case of a foreign qualification SAQA certificate is required) plus seven (07) years' experience at a senior level in a medium to large organisation plus a valid driver's license plus Computer Literacy: MS Office.Registration as a Professional Engineer/Technologist with the Engineering Council of South Africa will be an added advantage. If not registered a candidate must register within 24 months from the date of appointment.

Core Description: The successful candidate will be responsible for the following:

- Lead the staff within the Sub-Directorate Sanitation so they are able to achieve the objectives set for them.
- Plan and manage the key performance areas & result indicators associated with the formulation and review of plans in line with KPI's.
- Identification and prioritizing of needs and measures necessary to address the provision of basic services.
- Plan, monitor and control the sub-directorate's budget.
- Report to the HOD: Engineering Services to keep him/her informed.
- Develop a comprehensive management framework to enable effective program implementation and monitoring.
- Conduct and coordinate strategic long- and short-term planning of the unit, related to the Program Implementation on behalf of the HOD.
- Provide operational supervision of staff related to specific programmes.
- Manage the operating budget.

Additional Requirements:

- Proficiency in at least two (2) official languages of service of MMM.
- Advanced organising and planning skills.
- Advanced multi-sector research, analysis and report writing skills.
- Plan and prioritise tasks in time and be able to work under pressure.
- Innovation & creativity in the formulation of practical solutions to architecture and survey challenges.
- Detailed knowledge of the legal framework that governs architecture and survey sectors in South Africa.
- Able to analyse and draw conclusions.
- Be willing to work outside of standard working hours and days

Contact person: All enquiries may be directed to the **Head: Technical Services** at Tel: 051 410 6744

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
- 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) & to attach the proof thereof) and Qualifications, Identity Document, and valid Driver's Licence.
- Applications can be handed in at the ground floor of the Bram Fischer Building or any of the Regional offices of MMM 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: 28 February 2025 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.

Mr. Sello More
 City Manager
 Mangaung Metropolitan Municipality