



EXTERNAL VACANCY

The Mangaung Metro Municipality (MMM) 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 positions below:



GENERAL MANAGER: BUDGET AND TREASURY (Ref. nr. E01/01) – (01) Post
DIRECTORATE: FINANCE | Sub-Directorate: Budget & Treasury | Salary level: TOTAL COST TO EMPLOYER (R 1,707,468 / R 1,849,884 / R 2,003,268 Per annum)

Qualifications and Experience:

Grade 12 plus Computer Literacy: MS Office plus 3-year tertiary qualification, preferably a B.Com or B.Com with financial accounting as a major subject plus a valid driver's license plus more than 8 years relevant managerial experience covering all aspects of the relevant financial process and the management of financial information or having gained specialist experience in a finance discipline.

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

- Manage the Budget and Treasury unit dealing with Capital and Operating Budget, Investment and Cash Flow Management.
- Develop and manage municipal capital and operating budget for the MTRF period and budget adjustments by ensuring they comply with applicable legislation and National Treasury guidelines and it's linked to the Integrated Development Plan.
- Perform the budgetary control function for the Council, as well as monitoring the implementation of the budgeting and reporting.
- Cash flow management, investment and management of conditional grants funds received in advance.
- Adherence to budget reform and the implementation of the MFMA.

Additional requirements:

- Proficiency in at least two (02) official languages of service of MMM.
- Sound public finance management knowledge and National Treasury Regulations, MFMA (specific chapter 4 and 9) and Municipal Systems Acts.
- Strong analytical skills, budgeting and forecasting and strategic thinking and reporting.
- Local Economic Development Strategy.
- Analytical, problem and negotiations skills.
- Ability to work under pressure.
- Strong communication and interpersonal skills.
- Leadership and management skills.
- Self-motivated and be able to meet tight deadlines.

MANAGER: FINANCIAL STATEMENTS (Ref. nr. E01/02) – (01) Post
DIRECTORATE: FINANCE | Sub-Directorate: Financial Accounting & Reporting (Group Reporting Division) | Salary level: 003 (R 878, 208 / R 907, 224 / R 936,288 / R 965,304 per annum)

Qualifications and Experience:

Grade 12 plus Computer Literacy: MS Office plus a relevant 3-year tertiary qualification, preferably a National Diploma or B.Compt / B.Acc with Financial Accounting and Auditing as a major subjects. 8 years relevant experience, of which 2 years supervisory experience in compilation of municipal financial statements and project management (AFS and Audit process), covering all aspects of the relevant financial process and the management of financial information or having gained specialist experience in a finance discipline or a CA (SA). Knowledge of the financial statements, caseware and advanced excel. Knowledge of ACL will serve as an added advantage.

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

- Compile annual financial statements.
- Consolidate and review the working papers received from the operations.
- Review and update the accounting policies of the AFS.
- Align the Budget to the AFS requirements (GRAP).
- Reconcile the budget to the AFS.
- Prepare the budget related disclosure for the financial statements.
- Ensure the accounting policies of the municipality adhere to requirements of GRAP. Review the working papers for appropriate-ness for the financial statements.

Identify changes in the GRAP requirements and prepare a report to management of the details of the changes and their potential impact of the AFS.

- Review the policies approved by council for their impact on the financial statements.
- Prepare a report for the Controls and Operations department on the findings relating to accounting policies and those approved by council.
- Prepare the consolidated financial statement of the municipality.
- Ensure the financial statement of the municipality adhere to the requirements of GRAP.

Additional requirements:

Sound knowledge on the use of accounting software and in-depth knowledge of accounting. Sound practical functioning 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 also be the implementer of management instructions and tasks.

JUNIOR TOWN PLANNER (Ref. nr. E01/03) – (03) Posts
DIRECTORATE: PLANNING, ECONOMIC & RURAL DEVELOPMENT AND HUMAN SETTLEMENTS | Sub-Directorate: Town & Regional Planning (Development Applications Division) | Salary level: 007 (R 513, 540 / R 526, 248 / R 539, 028 / R 551, 724 per annum)

Qualifications and Experience:

Grade 12 plus Computer Literacy: MS Office plus B. degree or National Diploma in Town and Regional Planning or equivalent plus 0 – 2 years' relevant experience. Working towards registration as a professional planner, i.e. candidate member will be an added advantage.

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

Provide assistance in the key performance areas associated with Developmental Planning functionality, assisting in aligning functional requirements against objectives, assessing statutory applications for conformance and providing comments, opinions and/or explanations on functional outputs and professional principles to support and implement decisions on land development application.

Additional Requirements:

- Proficiency in at least two (2) official languages of service of MMM.
- Good interpersonal skills.
- Planning and organizing skills.
- Attention to detail.
- Ability to design and interpret different types of plans.

CURATOR/HERPETOLOGIST (Ref. nr. E01/04) – One (01) Post
DIRECTORATE: COMMUNITY SERVICES | Sub-Directorate: Parks and Cemeteries (Zoo and Kwaggafontein Division) | Salary Level: 008 (R 438, 396 / R 449,268 / R 460, 236 / R 471, 096 / R 482, 016 p.a.)

Qualifications and Experience:

Grade 12 plus Computer Literacy: MS Office plus a relevant 3-year tertiary qualification, preferably a B. Degree in Zoology or related field plus 2 – 3 years' experience in reptile management.

Core Description:

- Conduct research on reptiles and amphibians to enhance understanding and conservation efforts.
- Monitor the health and behaviour of the animals, providing necessary care and treatment.
- Develop and implement enrichment programs to stimulate the animals' natural behaviours.

- Collaborate with other professionals to create and maintain suitable habitats.
- Educate visitors about reptiles and amphibians, promoting conservation awareness

Additional Requirements:

- Proficiency in at least two (2) official languages of service of MMM.
- Strong research and analytical skills.
- Excellent communication and teamwork abilities.

EDUCATION OFFICER (Ref. nr. E01/05) – Two (02) Posts | **DIRECTORATE: COMMUNITY SERVICES | Sub-Directorate: Parks and Cemeteries (Zoo and Kwaggafontein Division) | Salary Level: 008 (R 438, 396 / R 449, 268 / R 460, 236 / R 471, 096 / R 482, 016 p.a.)**

Qualifications and Experience:

Grade 12 plus Computer Literacy: MS Office plus a relevant 3-year tertiary qualification, preferably a National Certificate / National Diploma or Degree in Environmental, Zoology, Conservation, or a related field plus 2-3 years of experience in environmental education.

Core Description:

- Conduct research on bird species to enhance understanding and conservation efforts.
- Monitor the health and behaviour of the birds, providing necessary care and treatment.
- Develop and implement enrichment programs to stimulate the birds' natural or equivalent behaviours.
- Collaborate with other professionals to create and maintain suitable habitats.
- Educate visitors about bird species, promoting conservation awareness.

Additional Requirements:

- Proficiency in at least two (2) official languages of service of MMM.
- Strong research and analytical skills.
- Excellent communication and teamwork abilities.

NATURE CONSERVATOR/SNR - Two (02) Posts (Ref. nr. E01/06) – (02) Posts
DIRECTORATE: COMMUNITY SERVICES | Sub-Directorate: Parks and Cemeteries (Natural Resource Management Division) | Salary level: 008//007 (R 438,396 / R 449,268 / R 460, 236 / R 471,096 // R 482,016 // R 513, 540 / R 526, 248 / R 539,028 / R 551,724 per annum)

These positions will be filled at Senior Nature Conservator level

Qualifications and Experience:

Grade 12 plus a relevant 3-year tertiary qualification, preferably a Diploma in Nature Conservation or equivalent (Diploma in Game Ranch Management or Diploma in Wildlife Management) plus a valid driver's license plus 3 years experience in conservation education or maintaining and managing natural environments. Knowledge of animal behavior and husbandry in captivity will be an added advantage.

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

- Management of the section and personnel.
- Provision of conservation education.
- Do marketing and public relations for the Zoo and Kwaggafontein Division.

Additional requirements:

- Proficiency in at least two (2) official languages of service of MMM.
- Good communication skills.
- Must be able to do guided tours, which include groups, schools, etc.
- Public speaking is essential.

BEHAVIOURAL ENRICHMENT OFFICER (Ref. nr. E01/07) – One (01) Post
DIRECTORATE: COMMUNITY SERVICES | Sub-Directorate: Parks and

Cemeteries (Zoo and Kwaggafontein Division) Education Services Section Salary level: 013 R 236,952 / R 241,200 / R 423,720 / R 247,968 / R 252,288 per annum

Qualifications and Experience:

Grade 12 plus Certificate in Animal Science/Zoology or related field plus 2 years working with enrichment programs.

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

- Responsible for developing and implementing programs that enhance the mental and physical well-being of animals through stimulating activities and environments.
- Researching and creating enrichment opportunities tailored to the specific needs of various animal species, monitoring their responses, and adjusting programs accordingly.
- Collaborate with other staff members to ensure that enrichment activities are integrated into daily care routines.

Additional requirements:

- Proficiency in at least two (2) official languages of service of MMM.
- Strong analytical and research skills.
- Excellent communication and teamwork abilities.

SENIOR ZOOKEEPER (Ref. nr. E01/08) Two (02) Posts **DIRECTORATE: COMMUNITY SERVICES | Sub-Directorate: Parks and Cemeteries (Zoo and Kwaggafontein Division) Animal Management Section | Salary level: 013/011 Salary level: 013 R 236,952 / R 241,200 / R 423,720 / R 247,968 / R 252,288 // R 262,260 / R 268,572 / R 275, 064 / R 281,628 / R 288,096 / R 293,328 / R 300,024 / R 307,020 / R 314, 172 / R 321, 588 per annum**

Qualifications and Experience:

Grade 12 plus Certificate in Conservation, Wildlife or natural resource management plus 2 years' experience working in a zoo.

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

- Oversee the daily care and management of various animal species, ensuring their health and welfare.
- Develop and implement animal care plans, including feeding, enrichment, and medical care protocols.
- Monitor animal behaviour and health and promptly address any issues or concerns.
- Maintain accurate records of animal care, health, and behavioural observations.
- Coordinate with veterinarians for routine health checks, vaccinations, and treatments.
- Train and supervise junior zookeepers, providing guidance and support in animal care practices.
- Engage with visitors and provide educational information about the animals and the zoo's conservation efforts.
- Participate in research and conservation projects, contributing to the zoo's mission to protect and preserve wildlife.
- Ensure the cleanliness and maintenance of animal habitats, adhering to safety and hygiene standards. Customers with inquiries and provide product information.

Additional requirements:

- Proficiency in at least two (2) official languages of service of MMM.
- Strong communication and interpersonal skills.
- Attention to detail and accuracy.
- Ability to work in a fast-changing environment

CONTACT PERSON: ALL ENQUIRIES MAY BE DIRECTED TO THE EMPLOYMENT OFFICE 051 405 8410/8517

CLOSING DATE: 06 FEBRUARY 2026 AT 15H00.

Submission of Applications:

- Applicants must use a prescribed Application Form for Employment which may be downloaded from the Municipal Website www.mangaung.co.za
- Application form must be completed fully.
- 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), qualifications and Identity Document.

Submit to the following Municipal Offices during working hours:

- Bram Fischer Building Ground Floor, De Villiers Street, Bloemfontein or P.O. Box 3704, Bloemfontein, 9300.
- Thaba Nchu Regional Office
- Ikgomotseng Municipal Office
- Dewetsdorp Municipal Office
- Wepener Municipal Office
- Thapelong Municipal Office
- Botshabelo Main Library

By applying for a position, applicants give consent that their personal information may be accessed for verification purposes in adherence to the POPI Act.

Canvassing for appointment will automatically disqualify an applicant.

If no reply has been received for your application within 90 days of the closing date, you should consider your application unsuccessful.

The municipality will not take responsibility for information not mentioned in applications. The Municipality reserves the right to not make an appointment.

MANGAUNG METRO MUNICIPALITY CITY MANAGER, MR. SELLO MORE

P.S.M