



# MOSES KOTANE LOCAL MUNICIPALITY

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E-Mail: [municipalmanager@moseskotane.gov.za](mailto:municipalmanager@moseskotane.gov.za)



The Moses Kotane Local Municipality hereby invites suitable qualified candidates to apply for the following vacancy to render development administration and planning services

**DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT**  
**HEAD OF DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT (PERMANENT)**  
**REF NO: HR01/12/2023 (RE- ADVERT)**

**PLACE OF STATION: MOGWASE CIVIC CENTRE**  
**Remuneration package as per government gazette no 50737 dated 30 May 2024: (Minimum: R1 050 411 Midpoint: R1 196 881 Maximum R1 358 462) per annum.**

**Requirements**

- Bachelor's Degree in Local Economic Development/ Bachelor's Degree in Economics/ Bachelor's Degree in Development Studies or equivalent.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 will be an added advantage.
- 5 years' experience at middle management level.
- Driver's licence
- No criminal record.

**Knowledge**

- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge of performance management system.
- Good governance.
- Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework act 2000.

**Key performance area**

- The incumbent will create and lead a conducive environment for economic development within the municipality by: Development of the LED strategy of the municipality with emphasis on job creation and poverty alleviation.
- Ensure the inclusion of the previously disadvantaged communities in the economic activities of the municipality including SMME development.
- Promotion of agriculture and rural development. Promotion of EPWP programs within the municipality.
- Promotion of Tourism and business development.
- Ensure the Marketing of the municipality, its infrastructure and people to local and international businesses.
- Ensure Enterprise development programmes.
- Promotion of the arts and culture within the municipality.
- Ensures active and meaningful participation of the municipality in the mining activities.
- Co-ordination and facilitation of strategic planning of economic development as well as management of LED initiatives, i.e. SMME's tourism development, economic policy and research (including investments and trade promotions).
- Promotion of social and economic development.
- Directing, development and managing of systems, policies, procedures and processes to ensure correct working operations and practices.

**Applicants must note that the successful candidates will be subjected to the following:**

- The need to undergo security vetting.
- The need to undergo competency assessment test.
- The signing of an employment contract, performance contract and disclosure of financial interest.
- Submission of original certificate of the academic and professional qualification prior to or on the date assumption of duty.
- The code of conduct as stipulated in scheduled 2 of the Municipal System Act of 2000.

**POSITION: HOD: PLANNING AND DEVELOPMENT**  
**HEAD OF DEPARTMENT: PLANNING AND DEVELOPMENT (PERMANENT)**  
**REF NO: HR01/09/2024 (RE- ADVERT)**

**PLACE OF STATION: MOGWASE CIVIC CENTRE**  
**Remuneration package as per government gazette no 50737 dated 30 May 2024: (Minimum: R1 050 411 Midpoint: R1 196 881 Maximum R1 358 462) per annum.**

**Requirements:**

- Bachelor of Science Degree in Building Sciences/ Architect/ Bachelor Degree in Town and Regional Planning or Development Studies or equivalent
- Have proven successful Professional Development/ Town and Regional Planning experience
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 will be an added advantage
- 5 years relevant experience at middle management level and must have proven successful Professional Development/Town and Regional Planning experience
- No criminal records.

**Key performance area:**

- The incumbent will lead the planning and development function within the municipality by:
- Providing the human settlement administration and support services within the municipality
- Manage the provision of effective land management services
- Render integrated spatial and town planning services in accordance with policies , the spatial development framework, SDF including urban and rural development planning
- Manage and regulate building control activities and services
- Provide and maintain the geographical information system GIS for planning purposes
- Ensures legal compliance with all aspects and conditions required by different spheres of government
- Coordinate the development of policies and by-laws relevant to the department

**Knowledge**

- Good knowledge and understanding of relevant policy and legislation
- Good understanding of institutional governance systems and performance management
- Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework act 2000
- Knowledge of geographical information systems and
- Knowledge of spatial, town and development planning
- Project management certificate or Diploma; registration as a Professional Planner in accordance with the Planning Professions Act 36 of 2002 will be an added advantage.

**DEPARTMENT: COMMUNITY SERVICES**  
**HEAD OF DEPARTMENT: COMMUNITY SERVICES (PERMANENT)**  
**REF NO: HR01/03/2024 (RE- ADVERT)**

**PLACE OF STATION: MOGWASE CIVIC CENTRE**  
**Remuneration package as per government gazette no 50737 dated 30 May 2024: (Minimum: R1 050 411 Midpoint: R1 196 881 Maximum R1 358 462) per annum.**

**Requirements**

- Bachelor Degree in Social Science / Public Administration/ Law or equivalent.
- Minimum of 5 years' experience at middle management level
- CPMD or Municipal Finance Management Certificate will be an added advantage.
- Have proven successful institutional transformation within public or private sector.
- Registration with the South African Council for Social Service professional (SACSSP) or similar recognised body will be an added advantage
- Valid driver's license and
- No criminal record

**Knowledge**

- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge of understanding of Institutional governance system and performance management.
- Understanding of council operations and delegation of powers, as well as: •Health service management •Cemetery management •Public safety •Parks and recreation management
- Registration with the South African Council for Social Service Professionals (SACSSP) or similar recognised professional body as an added advantage.

**Key Performance Areas**

- Provide strategic direction and monitor the implementation of strategic objectives of the department;
- Responsible for community services functional areas, namely cemetery management, public safety ( which includes traffic management, security management and law enforcement), waste management, parks and recreation management and library services;
- Ensure cost effective management of the directorate's budget and timely implementation of Council resolutions related to the department;
- Oversee the development and review of relevant policies and strategies on matters relating to the directorate;
- Ensure that the activities of the directorate are aligned to the IDP and facilitate performance management of the directorate.

Interested candidates must submit Applications on the prescribed Application form obtained from any Municipality (Annexure C) of Gazette 37245 dated 14 January 2014, accompanied by a detailed CV, certified copies of the qualifications, Driver's license and ID in a sealed envelope to the address given below:

**Applicants must note that the successful candidates will be subjected to the following:**

- The need to undergo security vetting.
- The need to undergo competency assessment test.
- The signing of an employment contract, performance contract and disclosure of financial interest.
- Submission of original certificate of the academic and professional qualification prior to or on the date of assumption of duty.
- The code of conduct as stipulated in scheduled 2 of the Municipal System Act of 2000.

**NB:** Appointed candidates who do not possess the minimum competency (CPMD) will be expected to complete within 18 months the prescribed unit standard to give full compliance with Municipal Regulations on minimum competency in terms of Gazette No. 40593 dated 03 February 2017.

The Municipal Manager, Moses Kotane Local Municipality, Private Bag X1011, Mogwase 0314 **OR** Hand delivery or Courier to the Civic Centre, Number 933, Unit 3 railway Road, Human Resource Office, Mogwase 0314

**(Faxed or e-mail application will not be accepted.)**

The Moses Kotane Local Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed, disability and as such, the relevant policy will be considered during selection and placement. **NB:** The employer shall have a right to appoint or not.

**SINCE THE ABOVE THREE POSITIONS ARE PLACED AS RE-ADVERTS, ALL THOSE WHO PREVIOUSLY APPLIED MUST RE-APPLY**

Enquiries should be directed to Ms. S. G. Lesomo: Manager Personnel & Administration 014 555 1429/ 063 509 2079 and Mr. F.D Radiokana at 063 504 4802 during working hours.

**CLOSING DATE: 10 JANUARY 2025**



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**MR. M.V LETSOALO - MUNICIPAL MANAGER**