Department Of Corporate Services

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THULAMELA MUNICIPALITY

EXTERNAL ADVERTISEMENT

THULAMELA LOCAL MUNICIPALITY HEAD OFFICE: THE ECONOMIC HUB OF VHEMBE REGION AND EQUAL OPPORTUNITY EMPLOYER INVITE APPLICATIONS FROM SUITABLE CANDIDATES FOR APPOINTMENT ON THE FOLLOWING VACANT POSTS.

1. **DEPARTMENT : CORPORATE SERVICES**
   POSITION : HUMAN RESOURCE MANAGER
   DIVISION : HUMAN RESOURCES
   POST LEVEL : 03
   NUMBER OF POST : 01
   ANNUAL SALARY : R802 217.76

The successful candidates will receive total remuneration package associated with the position, which include Car allowance, Cellphone allowance, medical aid and Pension fund benefits and any other benefit applicable in terms of SALGBC Collective Agreement and relevant approved Municipal policies.

REQUIREMENTS

- Grade 12 and A relevant 3-year tertiary qualification, preferably a National Diploma or B degree in Human Resource Management or related field.
- 8 years or more experience required covering a broad range of HR functions.
- At least relevant 3 years' supervisory experience.
- Extensive knowledge of municipal staff regulation, SALGBC, collective agreement, BCEA, LRA, EEA, skills development act and other applicable legislation.
- Computer literacy: MS Office
- Valid Code B driver's license

COMPETENCIES

- Leadership and management skills
- Strategic planning and decision-making ability

- Ability to understand key drivers within HR division and the municipality.
- Excellent communication, interpersonal skills, facilitation skills, analytical skills, organizing skills, office administration skills and report writing skills.
- Conflict management and negotiation skills.
- Extensive understanding of HRM, IDP & Budget within the municipality.
- Ability to work under pressure and to meet deadline
- Ethical conduct

RESPONSIBILITIES

The successful candidate will be responsible for:

Managing all Human Resources functions of the Municipality i.e.

- Training and skills development
- Payroll Administration,
- Recruitment, Organisational development, Benefits
- Labour Relations
- Employee Wellness Programme, Occupational Health & Safety,
- Records, Auxiliary and fleet.

APPOINTMENT REQUIREMENTS

- Successful candidates will be subjected to qualifications verification, criminal records and reference check.

2. DEPARTMENT : CORPORATE SERVICES
POSITION : MANAGER
DIVISION : PERFROMANCE MANAGEMENT SYSTEM
POST LEVEL : 03
NUMBER OF POST : 01
ANNUAL SALARY : R802 217.76

The successful candidates will receive total remuneration package associated with the position, which include Car allowance, Cellphone allowance, medical aid and Pension fund benefits and any other benefit applicable in terms of SALGBC Collective Agreement and relevant approved Municipal policies.

REQUIREMENTS

- Grade 12 and A relevant 3 year tertiary qualification, preferably a National Diploma or B degree in Human Resource Management, Public Administration/ Management or related field.
- 8 or more years, relevant experience required.
- At least 3 years of supervisory level.
- Computer literacy: MS Office
- Valid code B drivers license.

COMPETENCIES

- Extensive knowledge of Local government, municipal system act, municipal staff regulation, PMS framework, SALGBC, collective agreement, BCEA,LRA,EEA, skills development act and other applicable legislation.
- Extensive understanding of PMS, IDP, budget and SDBIP within local municipality.
- Strategic leadership and management skills.
- Analytic and problem-solving ability.
- Project management and planning skills.
- Excellent communication and stakeholder management.
- Ability to work under pressure and to meet deadlines

RESPONSIBILITIES

The successful candidate will be responsible for:

Managing and coordinating municipal performance system i.e.

- Developing, reviewing and implementing PMS policies, framework and procedures.
- Facilitating performance agreement and performance plan for section 57 and other employees.
- Coordinating the development, implementation and monitoring of service delivery and budget implementation plan.
- Monitoring compliance with statutory performance management requirements.
- Managing Organizational and Individual performance management system.
- Coordinating performance audit and responding to auditor general findings relating to performance information.
- Preparing reports for management, Portfolio committee, EXCO and council and oversite structure.
- Promoting a culture of performance excellence and accountability throughout the municipality.
- Coordinate stakeholder relations.

- Integrate development plan (IDP) and the services delivery budget and implementation plan (SDBIP)

APPOINTMENT REQUIREMENTS

- Successful candidate will be subjected to qualifications verification, criminal records and reference check.
- Respond to emergency call as needed.

3.	**DEPARTMENT**	**: OFFICE OF THE MUNICIPAL MANAGER**
	DIVISION	**: RISK & MANAGEMENT**
	POSITION	**: SECURITY GUARDS**
	POST LEVEL	**: 13**
	NUMBER OF POSTS	**: 10**
	ANNUAL SALARY	**: R216 983.76**

REQUIREMENTS

- Grade 10
- Security grade E,D& C.
- Valid PSIRA registration.
- Valid Firearm competency.
- Communication skills.
- Writing skills.
- 6 months relevant experience.

COMPETENCIES

- Knowledge of occupational health and safety practices
- Ability to follow instructions and work under supervision
- Team work and cooperation
- Good communication and interpersonal skills
- Ability to interact with colleagues and community members
- Ethical behaviour.
- Knowledge of Batho- Pele principles

RESPONSIBILITIES

1. Keep security register on duty and record all occurrences at work.
2. Ensure safety and security in all properties of the Municipality.
3. Monitoring assets by patrolling.
4. Handling and reporting all security incidents to supervisor.
5. Compliance with security standards.

6. Access control.
7. Write and submit monthly and incident reports.
8. Perform any other duties assigned by the supervisor.

NB APPOINTMENT OF CANDIDATE WILL BE SUBJECTED TO POSITIVE SECURITY CLEARANCE

4. DEPARTMENT : TECHNICAL SERVICES
POSITION : DRIVER OPERATOR
DIVISION : GRAVEL ROADS
POST LEVEL : 09
NUMBER OF POST : 03
ANNUAL SALARY : R331 358.52

The successful candidates will receive total remuneration package associated with the position, which include Medical aid and Pension fund benefit and any other benefits applicable in terms of SALGBC Collective Agreement and relevant approved Municipal policies.

REQUIREMENTS

- Basic literacy.
- Three (3) years relevant experience in operating any three listed heavy machines e.g Tipper truck, Grader, TLB, Excavater and Front loader.
- Drivers license code 14 (EC) plus proficiency certificate for operating truck mounted equipment.
- Valid code 14 (EC) Drivers licence with PDP.

RESPONSIBILITIES

- Operates heavy machinery at least three eg. Tipper truck, Grader, and TLB, Excavator and Front Loader.
- Transport machinery, equipment's, construction materials and people.
- Blading of streets.
- Loading and offloading materials.
- Must be able to conduct minor repairs of machinery e.g machinery blades.
- Perform pre-trip inspection and completing inspection sheets.

COMPETENCIES

- Communication skill
- Teamwork and cooperation
- Customer service orientation
- Ethical conduct
- Job knowledge and technical skill
- Time management
- Adaptability and flexibility
- Health and safety compliance
- Knowledge of Batho-Pele principles

APPOINTMENT REQUIREMENTS

- Successful candidate will be subjected to reference check and qualification.

5. DEPARTMENT : TECHNICAL SERVICES
POSITION : TECHNICIAN
DIVISION : MECHANICAL SERVICES
POST LEVEL : 05
NUMBER OF POST : 01
ANNUAL SALARY : R596 220.36

The successful candidates will receive total remuneration package associated with the position, which include Medical aid and Pension fund benefit and any other benefit applicable in terms of SALGBC Collective Agreement and relevant approved Municipal policies.

REQUIREMENTS

- National Diploma in Mechanical Engineering.
- Computer literacy: MS Office.
- 3-5 years relevant experience required.

COMPETENCIES

- Communication skill
- Teamwork and cooperation
- Customer Service Orientation
- Ethical conduct
- Job knowledge and technical skill
- Time management

- Adaptability and flexibility
- Health and safety compliance
- Knowledge of Batho-Pele principles

RESPONSIBILITIES

- Maintenance of plants, vehicles and equipment.
- Repairs of plant, vehicles and equipment.
- Staff supervision.
- Coordinate reports to Chief Technician.
- Assist Chief Technician in administration of road Act.
- Monitor quality control of work done.

APPOINTMENT REQUIREMENTS

Successful candidate will be subjected to qualifications verification and reference check.

6. DEPARTMENT : TECHNICAL SERVICES
POSITION : CHIEF TECHNICIAN
DIVISION : MECHANICAL SERVICES
POST LEVEL : 04
NUMBER OF POST : 01
ANNUAL SALARY : R674 905.32

The successful candidates will receive total remuneration package associated with the position, which includes Car allowance, Cellphone allowance, medical aid and Pension fund benefit and any other benefit applicable in terms of SALGBC Collective Agreement and relevant approved Municipal policies.

REQUIREMENTS

- National Diploma or Bachelor/B-Tech degree in Mechanical Engineering.
- Computer literacy MS Office.
- 5 -8 years relevant experience required.

COMPETENCIES

- Sound Technical knowledge of mechanical engineering systems
- Fleet and plant maintenance
- Project Management
- Occupational health and safety
- Problem-solving and conflict management skill
- Communication skill

- Understanding of local government legislation and municipal operational requirements
- Interpersonal skill
- Time management
- Supervisory skill
- Ethical conduct
- Health and safety compliance
- Knowledge of Batho-Pele principles

RESPONSIBILITIES

- Maintenance and Repair of plant, vehicle and equipment.
- Fleet and plant management.
- Workshop administration.
- Staff supervision.
- Project and infrastructure support
- Compliance and reporting
- Mechanical inspection

APPOINTMENT REQUIREMENTS

Successful candidate will be subjected to qualifications verification, and reference check.

7. **DEPARTMENT : PLANNING & DEVELOPMENT**
   POSITION : ADMIN CLERK
   DIVISION : PROPERTY REGISTRATION
   POST LEVEL : 8
   NUMBER OF POST : 01
   ANNUAL SALARY : R411 101.04

The successful candidates will receive total remuneration package associated with the position, which include medical aid and Pension fund benefit and any other benefits applicable in terms of SALGBC Collective Agreement and relevant approved Municipal policies.

REQUIREMENTS

- Grade 12 certificate.
- 0-2 years relevant experience required in Office administration.
- Computer literacy: MS Office
- Able to communicate with external and internal stakeholders.

COMPETENCIES

- Knowledge of municipal property registration process and procedure
- Understanding of title deeds, property, ownership records and land registration principles
- Knowledge of municipal by-laws, land use management and relevant legislation
- Knowledge of property management system and document management system
- Administrative and records management
- Data capturing and information management
- Ability to maintain property registers
- Filling and records control skill
- Ethical Conduct
- Good communication skills and interpersonal skills
- Time Management

- Knowledge of Batho-Pele principles

RESPONSIBILITIES

- Transfer of the ownership for the business and residential sites.
- To process the application of the deed of grant.
- To process the transfer of the estate of the ownership.
- To monitor the application of the lost copy of deed of grant.
- To process the provision of deed of information.
- To monitor the process of registration, transfer and property related application.
- To maintain property register and data base

APPOINTMENT REQUIREMENTS

Successful candidate will be subjected to qualifications verification, and reference checks.

8. DEPARTMENT : TECHNICAL SERVICES
POSITION : ARTISAN ELECTRICITY
DIVISION : BUILDING, HOUSING & ELECTRICITY
POST LEVEL : 8
NUMBER OF POST : 01
ANNUAL SALARY : R411 101.04

The successful candidates will receive total remuneration package associated with the position, which include medical aid and Pension fund benefit and any other benefits applicable in terms of SALGBC Collective Agreement and relevant approved Municipal policies.

REQUIREMENTS

- ✓ Trade Certificate in Electrical.
- ✓ Grade 11 or N2 certificate in Electrical Engineering.
- ✓ 1-2 years experience in related field.

COMPETENCIES

- Knowledge of occupational health and safety practices
- Ability to follow instructions and work under supervision
- Team work and cooperation
- Good communication and interpersonal skills
- Ability to interact with colleagues and community members
- Ethical behaviour.
- Knowledge of Batho- Pele principles.

RESPONSIBILITIES

- ✓ Install new electrical connections to connect new consumers to electricity supply network.
- ✓ Install and repair joint LV and HV cables.
- ✓ Provide maintenance services to street lights.
- ✓ Inspect electrification on household.
- ✓ Repair robot systems.

9. DEPARTMENT	**: COMMUNITY SERVICES**
DIVISION	**: EMV**
POSITION	**: MANAGEMENT REP**
POST LEVEL	**: 06**
NUMBER OF POST	**: 1**
ANNUAL SALARY	**: R526 796.28**

REQUIREMENTS

- Grade 12 certificate
- Examiner of vehicles Diploma.
- Registration as an examiner for EMV
- Computer literacy: MS office
- Knowledge of NRTA 93/ 1996
- Two (2)- Five (5) years experience as Examiner.

COMPETENCIES

- Knowledge of occupational health and safety practices
- Ability to follow instructions and work under supervision
- Team work and cooperation
- Good communication and interpersonal skills
- Ability to interact with colleagues and community members
- Ethical behaviour
- Knowledge of Batho- Pele principles.

RESPONSIBILITIES

- Supervise the component of vehicle testing station.
- Forcing compliance of National Road Traffic Act no. 93/1996
- Investigation of corruption and bribes related to licenses resolve conflict situations properly.
- Liaise with relevant stakeholders regarding testing vehicles stations.

10. DEPARTMENT : COMMUNITY SERVICES
POSITION : EXAMINER LEARNERS & DRIVING
DIVISION : REGISTRATION & LICENSING
POST LEVEL : 07
NUMBER OF POST : 01
ANNUAL SALARY : R465 456.84

REQUIREMENTS

- Grade 12 certificate.
- Diploma for Driving Licenses Grade B.
- Grade A will be an added advantage.
- Computer literacy.
- At least code EC & A driving license code.
- Sound knowledge of National Traffic Act No.93 of 1996.

COMPETENCIES

- Knowledge of occupational health and safety practices
- Ability to follow instructions and work under supervision
- Team work and cooperation
- Good communication and interpersonal skills
- Ability to interact with colleagues and community members
- Ethical behaviour

Knowledge of Batho- Pele principles

RESPONSIBILITIES

- Application, testing and issuing of learners licenses.
- Application, testing and issuing of drivers Licenses.

- Renewal of Drivers and PRDP.
- Eye test.
- Taking fingerprints during eye testing.
- Informing applicant about results.

11. DEPARTMENT : CORPORATE SERVICES
DIVISION : PMS
POSITION : PMS OFFICER
POST LEVEL : 06
NUMBER OF POST : 1
ANNUAL SALARY : R526 796.28

REQUIREMENTS

- National Diploma in Human Resource Management/ Public Administration/ Public Management/ Monitoring and Evaluation.
- Two (2) years relevant experience.
- Code C1 drivers license.
- Understanding of PMS, IDP and Budget processes within the Municipality
- Computer skills e.g. MS word, Excel and PowerPoint.
- A Bachelors degree in the above-mentioned field will be an added advantage.

COMPETENCIES

- Knowledge of occupational health and safety practices
- Ability to follow instructions and work under supervision
- Team work and cooperation
- Good communication and interpersonal skills
- Ability to interact with colleagues and community members
- Ethical behaviour
- Knowledge of Batho- Pele principles

RESPONSIBILITIES

- Facilitating the development of individual scorecards.
- Incorporating identified areas of improvement in scorecards.
- Coordinating, quarterly and annual performance report, evaluating and benchmarking outputs and providing feedback.
- Review of performance files and assessment.
- Co-ordinate annual assessment of all employees.
- Prepare and coordinate the sittings of performance assessments for all employees.

- Facilitate performance management system with all Division Heads in various Department.
- Perform any other duties delegated by the Supervisor.

NB. Application must be submitted on the signed Thulamela Municipality application form obtained on the Website: www.thulamela.gov.za accompanied by comprehensive C.V and certified copies of certificates to be forwarded to: **THE MUNICIPAL MANAGER, THULAMELA MUNICIPALITY, P/BAG X5066, THOHOYANDOU, 0950** or may be handed in at **Registry** Office no: **SS40** during working hours at Thulamela Municipality Head Office. For Administration enquires contact recruitment offices in Human Resources: **015 962 7775/ 015 962 7699**

NB. Application must be submitted on the signed Thulamela Local Municipality application form (obtainable on the website: www.thulamela.gov.za. as well as municipal offices). The form must be accompanied by comprehensive CV and certified copies of qualifications and ID to: The Municipal Manager, Thulamela Municipality, P/Bag x5066, Thohoyandou,0950 or may be handed in at Office NO. FS 40 (Registry) during working hours OR via Email to: Recruitment@thulamela.gov.za

NB: APPLICATIONS NOT COMPLETED ON THE OFFICIAL APPLICATION FORM WILL NOT BE CONSIDERED.

KINDLY NOTE THE FOLLOWING WHEN SUBMITTING THROUGH EMAIL:

- **APPLICATION SIZE: 10MBPS OR LESS**
- **PDF FORMAT ONLY**
- **UPLOAD ONE COMPLETE SCANNED APPLICATION**

Enquiries should be directed to the Recruitment office, Tel no.015 962 7775 / 015 962 7699 / 015 962 7697.

Closing date: 28 October 2026

Sigidi 14.07.2026

SIGIDI K.T.M **DATE**
MUNICIPAL MANAGER