



Thembisile Hani Local Municipality invites suitably qualified applicants for the following vacant position(s):

PLANNING & ECONOMIC DEVELOPMENT SERVICES DEPARTMENT

ASSISTANT MANAGER LOCAL ECONOMIC DEVELOPMENT

Ref: THLM/P&ED/06

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 634,896.00 per Annum (Excluding Benefits)

Task Grade 15.1

Minimum requirements: Grade 12; A relevant 3-year Tertiary qualification in Economics, Development Studies, Business Administration, or a related field. Minimum of 5 years' relevant experience in local economic development, of which 3 years should be at a supervisory or middle management level. In-depth knowledge of Local Economic Development (LED) principles, legislation, and economic development frameworks. Extensive Knowledge of Small Medium & Micro Enterprise Sector (SMMEs) and Cooperatives. Proven experience in project management, stakeholder engagement, and report writing. Strong communication, analytical, and leadership skills. Must be computer literate and have a valid driver's license.

Competencies: Research and Analysis; Strategic thinking, planning and organising; Project and Programme Management; Financial Management; Public sector understanding; Stakeholder engagement, Innovation and problem-solving; Change management Public Consultation, Socio-Economic/Socio - Political Awareness, Strategic Capability and Leadership.

Key Performance Areas: Support the development, revision and implementation of LED strategies, policies and programs. Facilitate partnerships between the municipality, private sector, government agencies, and community organizations. Identify and promote opportunities for small business development, entrepreneurship, and investment. Monitoring Business compliance and trading infrastructure. Economic Transformation & Supplier Development. Manage and coordinate LED projects, including budgeting, resource allocation, and performance monitoring. Monitor economic trends and provide policy advice to enhance the local economic environment. Provide technical support to SMMEs, cooperatives, and informal traders. Assist in funding applications and stakeholder engagement for project sustainability.

TECHNICAL SERVICES DEPARTMENT

TECHNICIAN ROADS

Ref: THLM/TS/26

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 434,430.00 per Annum (Excluding Benefits)

Task Grade 12.1

Minimum requirements: Grade 12; A relevant National Diploma in Civil Engineering. registered as candidate technician/technologist with ECSA. Computer literacy: MS Office, 3 - 5 years' relevant experience, valid driver's license.

Competencies: Planning, Operations and Maintenance, Interpersonal Relationships, Action and outcome orientation

Key Performance Areas: Monitors progress in achieving the outcomes identified as priority in the Roads and Stormwater plans, assessing compliance with respect to specific Acts/ Legislation/ Regulations and advising and/ or supporting the immediate supervisor with information on progress and/ or results of interventions, Performs quality control procedures on sealed and unsealed roads pre and post construction. Provide input on by-laws containing conditions for the provision of Roads and Stormwater Plans. Analyze the status of Roads and Stormwater infrastructure, through internal and external assessment, including field reports and data collected through investigations, as well as complaint registers. Reports update and provide information and guidelines to appointed consultants on planned maintenance projects. Provide technical support to ensure that programs are implemented according to specifications and personnel are adequately trained to utilize systems. Ensure that adequate standards are adhered to, maintenance projects are implemented as planned, accurate record keeping and cost control systems are made available to the division. Ensure that Technical Engineering information reflected is accurate to facilitate the monitoring of ongoing projects and planned future projects, as well as Maintenance Engineering. Draft specifications for tender documents and reports and Evaluating Tenders and providing input into the evaluation of consultant's proposals and formulating recommendations for consideration during the appraisal and appointment process and submitting Business Plans to the Supervisor for approval. Analyzing and evaluating adjudication reports received from Consultant's and preparing recommendations on tenders for consideration. Execute procedural measures for monitoring, updating and maintaining cash flows and deliverables in accordance with programme objectives and outcomes. Verifying quantities on payment certificates referring to budget guidelines and submitting variation orders to direct supervisor for approval. Conduct maintenance backlog assessment to determine the capital required to eradicate any backlog in maintenance.

HEAVY PLANT OPERATOR (Excavator Operator)

Ref: THLM/TS/27

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 276,845.00 per Annum (Excluding Benefits)

Task Grade 9.1

Minimum requirements: Basic literacy. Driver's license code 14 (EC) plus proficiency certificate for operating truck mounted equipment, Minimum 3 years relevant experience.

Competencies: Managing Work, Workplace Safety, Task Accountability, Quality Orientation, Oral Communication

Key Performance Areas: Performs general checks ahead of a driving trip, (e.g. tire pressure; current, valid registration sticker; windscreen; lights and horn in working order; body work and vehicle logbook); able to perform safety inspections, recognize and report mechanical problems and performs preventative maintenance. Receive instructions from immediate supervisor to establish details of task. Inspecting safety devices, controls, lubricant levels on vehicle and report defects to the immediate supervisor. Driving and maneuvering heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading, compacting and levelling sequences.

TRUCK DRIVER

Ref: THLM/TS/28

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 245,883.00 per Annum (Excluding Benefits)

Task Grade 8.1

Minimum requirements: Basic literacy. Driver's license code 14 (EC). Departmental proficiency test, Minimum 1-2 years Relevant Experience.

Competencies: Managing Work, Workplace Safety, Task Accountability, Quality Orientation, Oral Communication

Key Performance Areas: Receive instructions from immediate supervisor to establish details of tasks, Inspecting safety devices, controls, lubricant levels etc, on vehicle and report defects to the immediate supervisor. Drive the municipal vehicle to the required service point and supervise the maintenance of the waterborne sewer reticulation system and similar systems.

GENERAL ASSISTANT X2

Ref: THLM/TS/28

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 139,177.00 per Annum (Excluding Benefits)

Task Grade 4.1

Minimum requirements: Basic Literacy, 0 -1 years' experience required

Competencies: Oral Communication, Workplace Safety, Managing Work.

Key Performance Areas: Undertakes specific activities associated with the sewerage drainage from domestic and business premises, by pumping and cleaning septic tanks as directed, Trouble shooting and repairing septic systems, plumbing and drain cleaning as needed, Locate and dig up tanks when required. Cleans vehicle and attends to the storage and care of cleaning tools by removing and washing off debris from tools, containers and/ or vehicles, applying disinfectants and using pressurized cleaning systems (handheld hoses), Placing and stacking tools in designated storage areas and/ or verbally reporting the condition/ status of tools to the immediate superior

SOCIAL SERVICES DEPARTMENT

GENERAL ASSISTANT

Ref: THLM/SS/09

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 139,177.00 per Annum (Excluding Benefits)

Task Grade 4.1

Minimum requirements: Basic Literacy, 0 -1 years' experience required

Competencies: Oral Communication, Workplace Safety, Managing Work.

Key Performance Areas: Takes basic instructions, adhere to all safety requirements during work schedules, perform basic daily routine functions including cleaning, sweeping and mopping, wiping

and dusting surfaces, cleaning the kitchen and washing utensils and other related duties. Reporting defective items to the immediate superior for attention.

Applications must be submitted on the prescribed “**General application**” form obtainable from the HR Office/Municipal website: www.thembisilehanilm.gov.za (**All field on the form completed**). An application should include a comprehensive CV with at least three contactable references. Certified copies (not older than six months) of qualifications & ID document/card can be submitted to: The Municipal Manager: Thembisile Hani Local Municipality, Private Bag x 4041 Empumalanga 0458 or can be deposited at Thembisile Hani Local Municipality Stand No 24 Mthombomuhle (Kwaggafontein ‘C’) in a Marked Drop Box for vacancies. **NO FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED.**

Failure to fill in and sign the prescribed application form will automatically disqualify the applicant. Candidates must be willing to be subjected to background screening and/or security clearance process.

Thembisile Hani Municipality is an equal opportunity, affirmative Action Employer and all appointment made will be in accordance with the Employment Equity Act. Preference will be given to suitable qualified designated groups in accordance with the Municipal Employment Equity Plan.

CLOSING DATE: 06 June 2025 @ 16H00

Enquiries to Human Resources Enquiries: Ms. N.P. Tjia and/ or Ms. N.A. Mfiso through 013 986 9169 and/ or tjian@thembisilehanilm.gov.za and mfison@thembisilehanilm.gov.za respectively.

NB: Canvassing in respect of these positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful.

The council reserves the right not to appoint, and no correspondence will be entered into.

**Mr. D.J.D. Mahlangu
Municipal Manager**