



THABO MOFUTSANYANA *District Municipality*

MAMPOI STREET, OLD PARLIAMENT BUILDING, PRIVATE BAG X810, WITSIESHOEK 9870, SOUTH AFRICA
 ☎: +27 (58)-718 1036 ☎: +27 (58)718 1000 email: mmadmin@tmdm.gov.za

INTERNAL ADVERTISEMENT: 26 APRIL 2024- 07 May 2024

Thabo Mofutsanyana District Municipality, with its sitting in Puthaditjhaba, Free State Province, an equal opportunity employer which subscribes to the principle of the Employment Equity Act invites suitable candidates who meet the requirements to apply for the following advertised positions:

1.

DEPARTMENT	OFFICE OF THE MUNICIPAL MANAGER
POST	SENIOR ICT PROFESSIONAL
SALARY AND BENEFITS	TASK LEVEL 13 NOTCH 6 -R 38 035,46 (Category 2 Municipality) BENEFITS- PENSION FUND AND MEDICAL AID
PERIOD OF EMPLOYMENT	PERMANENT (Probation -6 months)
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • A relevant tertiary qualification – (National Diploma or degree in Information Technology or equivalent). • N+; S+; MCSE. • Considerable years (3-5 Years) in Information Technology
	<ul style="list-style-type: none"> • Ensure testing of hardware and software components affected, resolving malfunctions found and recording the results. • Report details of hardware and software installed so that configuration management records can be updated. • Oversee Installation, configuration, and maintenance of servers, operating systems, and software applications. • Manage the organization's network infrastructure at operational level, including routers, switches, firewalls, and VPNs. • Monitor and maintain the organization's server infrastructure, including physical and virtual servers. • Implement and enforce security measures, such as firewalls, antivirus software, and user access controls, to protect the organization's data and infrastructure from cyber threats. • Conduct regular security audits and vulnerability assessments. • Respond to security incidents and take appropriate actions to mitigate risks.

	<ul style="list-style-type: none"> • Manage user accounts, permissions, and access controls to ensure data integrity and privacy. • Implement and maintain backup and disaster recovery strategies to ensure data integrity and business continuity in case of system failures or data loss. • Provide 2nd-line technical support to end-users, troubleshoot hardware and software issues, and assist with system-related problems. • Performs specific administrative activities associated with the functionality to ensure instructions are complied with and administrative records maintained in accordance with departmental guidelines.
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2.

DEPARTMENT	COMMUNITY SERVICES
POST	COORDINATOR ENVIRONMENTAL MANAGEMENT
SALARY AND BENEFITS	TASK LEVEL 14- NOTCH 6 -R42 824.04(Category 2 Municipality) Benefits-Car Allowance, Cellphone Allowance, Pension Fund and Medical Aid
PERIOD OF EMPLOYMENT	PERMANENT (Probation -6 months)
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • National Diploma/B-Tech in Environmental Management /Environmental Science • 2-3 years • Required to perform adequately • Healthy and fit (must be able to drive long distances — District and Provincial) • Valid Drivers License
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Communicating with the Director Community Services on specific Key Performance Areas and/or statutory requirements encapsulated in Environmental Management Legislation and guidelines with a view to aligning functions and service delivery objectives against the capacity and capability of council and the district.

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| | <ul style="list-style-type: none">• Reviewing current policies, strategies, plans, By-Laws and procedures and compiles comprehensive reports either supporting or defending powers vested in the function or recommending specific changes based on research of current trends and practices nationally and internationally.• Reporting on implementation outcomes concerning project related interventions and work in progress and providing reasons and recommendations to improve and/ or sustain the quality and performance levels of the air quality status in the district.• Direct Liaison with Municipal Managers, Provincial and National directors, CEOs and plant Managers and other officials on all spheres of government and on all sectors regarding environmental management.• <u>Responsible for giving reports: -</u>
On an annual basis to Council.
To the Director: Community Services, if and when required.
Monthly and quarterly to Provincial departments on request.• The officer should be able to properly plan, implement, and coordinate comprehensive waste management systems that are designed to maximize waste prevention, reuse, and recycling opportunities. In some instances, this function may also oversee and coordinate aspects such as street cleaning operations and waste treatment.• The officer must be able to take the necessary steps to ensure good air quality to address public health concerns, facilitate the sampling and testing air quality. |
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3.

DEPARTMENT	FINANCE
POST	BUDGET OFFICER
SALARY AND BENEFITS	TASK LEVEL 10- Notch 6 -R 24 237,96 (Category 2 Municipality) BENEFITS- PENSION FUND AND MEDICAL AID
PERIOD OF EMPLOYMENT	PERMANENT (Probation -6 months)
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • 3 year Diploma/National Diploma in Accounting or Equivalent • 2-3 years' experience in budget and treasury field • Computer Literacy-office applications
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • To implement stipulations of budget related policies and ensure compliance with MFMA with regard to the budget allocation. • Implement compilation of data based on statistical studies and analyses of past and current years to prepare budgets and to justify funds requested. • Correlates appropriations for specific programs with appropriations for divisional programs and includes items emergency funds. • Review operating budget periodically to analyze trends affecting budget needs. • Consults with unit heads to ensure adjustments are made in accordance with program changes in order to facilitate long-term planning. • Direct preparations of regular and special budget reports to interpret budget directives and to establish policies for carrying out directives. • Prepare comparative analyses of operating programs by analyzing costs in relation to service performed during previous fiscal years and submits reports to director of organization with recommendations for budget revisions. • Testifies regarding proposed budget before examining and fund-granting authorities to clarify reports and gain support for estimated budget needs. • Administers personnel functions of budget department, such as training, work schedule, promotions, transfer, and performance ratings. • Ensure that budget vote is linked to relevant project.

Applications with comprehensive CV's and certified copies of qualifications must be forwarded to below address or be hand delivered at Room 210 to Corporate Services Secretary:

The Municipal Manager

Thabo Mofutsanyana District Municipality

Private Bag x 810

Witsieshoek

9870

N.B

▪Communication will be entered into with short listed candidates only. ▪Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months after the closing of the advertisement, please consider your application as unsuccessful. ▪The Council reserves the right not to make an appointment if, in its view, no suitable candidate could be found. ▪Only candidates who meet the above-mentioned competencies will be shortlisted. ▪Candidates should note that some of the above-mentioned competencies may at the discretion of the Council be formally assessed as part of the selection process. ▪Successful candidates will be subjected to qualification verification, security vetting and criminal records checking. ▪Emailed/faxed applications will not be considered. ▪It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA) and to attach proof thereof. ▪Please do not send original documents.

▪TMDM Application for employment form is obtainable on our website: www.thabomofutsanyana.gov.za, under vacancies and at office 201 Old Parliament Building

▪Canvassing of employees or other members of the Council or any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate concerned for that appointment.

Enquiries: Mr R.S Mokoena (Director Corporate Services) 058 718 1000/1069 or email: mafefu@tmdm.gov.za

CLOSING DATE: 07 MAY 2024 at 16h15



Me T.P.M Lebenya
MUNICIPAL MANAGER