



GREATER TZANEEN MUNICIPALITY EXTERNAL VACANCIES.



The following positions are advertised, and applicants are invited to apply

CORPORATE SERVICES DEPARTMENT

1 X GRAPHIC DESIGNER (Job Id Number. 4/3/1/007)

Salary: R 594 939. 60 per annum (Job level 6)

The job purpose of the Graphic Designer is to provide graphic design functions within the municipality.

Key performance areas: The Graphic Designer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲Facilitate graphic design functions.▲Coordinate website information ▲Provide administrative functions.

Requirements: ●National Diploma in Graphic Design Public Relations, Media Studies, Marketing Communications, or relevant qualification (NQF Level 6)● Driver's license ● Two (2) years' relevant experience.

CORPORATE SERVICES DEPARTMENT

1 X MANAGER: HUMAN RESOURCES MANAGEMENT (Job Id Number 4/1/0/001)

Salary: R 781 302. 72 per annum (Job level 03)

The job purpose of Manager: Human Resources is to manage Human Resources Management services.

Key performance areas: The Manager: Human Resources must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Integrated Development Planning▲ Manage Human Resource Management Strategic Support to the Municipality▲Manage human resource practises and conditions of service▲Manage recruitment and selection procedures▲Manage occupational health and safety and employee assistance services ▲Manage Employment Equity▲Manage human resource development process. ▲Manage organisational development and work-study interventions. ▲Manage employee relations services▲Financial Management. ▲Human Resource Management.

Requirements: B- Degree in Human Resources Management or related qualification to the field (NQF Level 7), Driver's license and Five (05) years' relevant experience with Three (03) on supervisory level.

CORPORATE SERVICES DEPARTMENT

2X CALL CENTRE OPERATOR (Job Id Number 4/3/3/006 & 4/3/3/007)

Salary: R 477 109. 80 per annum (Job level 8)

The job purpose of Call Centre Operator is to perform control room operations services.

Key performance areas: The Call Centre Operator must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Conduct operating panels▲ Handle queries in terms of electricity supply.

Requirements: Grade 12, Certificate in Customer Care plus knowledge of electricity (NQF4) and One (01) Year relevant experience.

OFFICE OF THE MUNICIPAL MANAGERS DEPARTMENT

1 X IDP OFFICER (Job Id Number 8/3/0/002)

Salary: R 657 001.56 per annum (Job level 5)

The job purpose of IDP Officer is to coordinate the Integrated Development Planning (IDP) process of the municipality.

Key performance areas: The IDP Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Provide inputs on the development of divisional vision and strategy▲ Provide administrative and organisational support on IDP related activities▲ Supervise performance of subordinates within the section.

Requirements: National Diploma in in Development Studies/Public Management and Administration/ or relevant qualification (NQF 6) Driver's Licence and Three (03) years relevant experience.

OFFICE OF THE MUNICIPAL MANAGERS DEPARTMENT

1 X INDIVIDUAL PERFORMANCE MANAGEMENT OFFICER (Job Id Number 8/5/0/003)

Salary: R 657 001.56 per annum (Job level 5)

The job purpose of Individual Performance Management Officer is to coordinate Employee Performance Management Systems.

Key performance areas: The Individual Performance Management Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Coordinate performance management▲ Coordinate performance appraisals ▲ Perform PMS administrative activities▲Supervise activities of staff ▲Perform general administrative and human resources activities.

Requirements: National Diploma in HRM/Public Management and Administration/ or relevant qualification (NQF 6) Driver's Licence and Three (03) years relevant experience.

ENGINEERING SERVICES DEPARTMENT

1 X CHEMICAL ANALYST (Job Id Number 5/2/2/035)

Salary: R 594 939. 60 per annum (Job level 6)

The job purpose of Chemical Analyst is to coordinate chemical laboratory services under prescribed conditions.

Key performance areas: The Chemical Analyst must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Analyse samples in the laboratory for Microbiological, chemical and Physical Quality of consumable▲ Investigate new source of industrial discharge. ▲ Conduct inspections, monitoring and reports concerning industrial effluents in the systems. ▲Conduct improvement of water pollution control. ▲Coordinate the regulation of sewerage purification. ▲Coordinate examination of consumable water▲ Provide staff supervision.

Requirements: National Diploma in Analytical Chemistry or Water Care or relevant qualification, Driver's license and Three (03) years relevant experience.

ENGINEERING SERVICES DEPARTMENT

1x PLANT OPERATOR: HEAVY EQUIPMENT (Roads and Stormwater) (Job Id Number: 5/1/1/029)

Salary: R 294 762. 84 per annum (Job level 11)

Job Purpose: To drive and operate heavy vehicles.

Key Performance Areas: Plant Operator must ensure that the daily work is done to satisfaction and to achieve the objectives of Council ♦ Maintain and construct roads and storm water infrastructure ♦ Perform driver activities using a heavy machine. ♦ Maintain and clean truck and tools.

Requirements: ♦ Grade 12, Operator Certificate. Driver's license with PRDP and One (01) year experience in driving and operating a heavy vehicle.

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

1 X BUILDING INSPECTOR SPATIAL PLANNING & LAND USE MANAGEMENT (Job Id Number 2/2/3/004)

Salary: R 594 939. 60 per annum (Job level 6)

The job purpose of Building Inspector is to perform building and drainage inspection.

Key performance areas: The Building Inspector must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Perform building and drainage inspection activities.▲ Perform inspections of municipal buildings.

Requirements: National Diploma in Civil Engineering or relevant qualification (NQF Level 6), Two (02) years relevant experience and Driver's license.

COMMUNITY SERVICES DEPARTMENT

1 X REGIONAL WASTE MANAGEMENT OFFICER (Job Id Number 6/3/2/001)

Salary: R 657 001. 56 per annum (Job level 5)

The job purpose of Regional Waste Management Officer is to plan and control solid waste cleansing services.

Key performance areas: The Regional Waste Management Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Plan and Coordinate activities of reporting staff▲ Supervise contracts for externally delivered services. ▲Administer applications for new and revised services. ▲Administer account information for new and revised services▲Coordinate decentralised administration of human resources services and remuneration services. ▲Monitor's utilization and maintenance of machinery and vehicles.

Requirements: National Diploma in Environmental Health or related qualification (NQF Level 6); Three (03) years relevant experience and driver's license.

Applications on the compulsory prescribed application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850. Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases. Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date 16 January 2026 at 15:00

Enquiries: Ms. ON Napo (015) 307 8159/8059

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.



GREATER TZANEEN MUNICIPALITY

D MHANGWANA – MUNICIPAL MANAGER

WWW.GREATER TZANEEN MUNICIPALITY.GOV.ZA

