



GREATER TZANEEN MUNICIPALITY

VACANCIES

The following position is being advertised, and applicants are invited to apply.

ENGINEERING SERVICES DEPARTMENT

1 X SUPERINTENDENT (MECHANICAL WORKSHOP)
(JOB ID NUMBERS: 5/4/1/001)

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

The job purpose of Superintendent is to monitor roadworthy and proper state of the vehicle.

Key performance areas: The Superintendent must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Coordinate maintenance fleet ▲ Administer fleet management activities ▲ Monitor effective utilisation, application and maintenance of workshop machinery, equipment, tools and material ▲ Provide staff supervision.

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

ENGINEERING SERVICES DEPARTMENT

Re-Advertisement

1 X SUPERINTENDENT (WATER SERVICES)
(JOB ID NUMBERS: 5/2/1/002) RE-ADVERT

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

The job purpose of Superintendent is to supervise plumbing and maintenance of water and sewer reticulation.

Key performance areas: The Superintendent must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Monitor and supervise activities ▲ Monitor the utilisation, application and maintenance of machinery, equipment, tools and materials ▲ Performing administrative and human resources related activities ▲ Performing driver activities.

Requirements: National Diploma in Civil Engineering or relevant qualification (NQF Level 6). Driver's license, Communication skills. Three (03) years' relevant experience.

CORPORATE SERVICES DEPARTMENT

1 X SENIOR ADMINISTRATIVE OFFICER
(Job Id Number: 4/2/3/001)

Salary: R 707 664.00 per annum (Job level 4)

The job purpose of Senior Administrative Officer is to provide knowledge and records services on the safe

keeping of the organisational information. **Key performance areas:** The Senior Administrative 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 file plan ▲ Monitor Electronic/ Physical- Admin system ▲ Coordinate mail administration and Messenger Services ▲ Provide staff supervision.

Requirements: National Diploma in Records Management/ Information Management or related qualification to the field (NQF Level 6), Driver's license and Three (03) years relevant experience.

OFFICE OF THE MUNICIPAL MANAGERS' DEPARTMENT

1 X SENIOR LEGAL ADMIN OFFICER
(Job Id Number: 1/1/1/001)

Salary: R 707 664.00 per annum (Job level 4)

The job purpose of Senior Legal Administrative Officer is to coordinate legal services activities.

Key performance areas: The Senior Legal Administrative 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 legal advisory services ▲ Coordinate Reviewal internal policies, processes ▲ Coordinate drafting of contracts ▲ Coordinate litigation processes.

Requirements: LLB Degree or related qualification to the field (NQF Level 7), Three (03) years relevant experience.

CORPORATE SERVICES DEPARTMENT

1 X SENIOR HR PRACTITIONER
(Job Id Number: 4/1/1/001)

Salary: R 707 664.00 per annum (Job level 4)

The job purpose of Senior HR Practitioner is to coordinate recruitment and selection, and service benefits services.

Key performance areas: The Senior HR Practitioner must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Coordinate effectiveness and standardisation of personnel administration and recruitment and selection processes ▲ Coordinate recruitment and selection services ▲ Coordinate the development and implementation of an employment equity plan ▲ Coordinate the activities of Pension and Medical Fund consultation processes ▲ Administer leave records of employees ▲ Monitor the processing of overtime ▲ Provide staff supervision.

Requirements: B Degree in Human Resources Management or related qualification to the field (NQF Level 7), Driver's license. Three (03) years relevant experience.

CORPORATE SERVICES DEPARTMENT

1 X ASSISTANT OHS PRACTITIONER
(Job Id Number 4/1/3/005)

Salary: R 594 939.60 per annum (Job level 6)

The job purpose of Assistant OHS Practitioner is to coordinate Occupational Health and Safety services. **Key performance areas:** The Assistant OHS Practitioner must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ Perform safety inspections ▲ Assist in organising and conducting training sessions on health and safety practices ▲ Perform safety equipment maintenance ▲ Perform administrative functions; capturing and filing of OHS information ▲ Perform emergency response.

Requirements: National Diploma in Environmental Health or Safety Management (NQF Level 6) and Driver's license. Two (02) years' relevant experience.

ENGINEERING SERVICES DEPARTMENT

Re-Advertisement

1 X MANGER: MECHANICAL WORKSHOP
(Job Id Number 5/4/0/001)

Salary: R 781 302.72 per annum (Job level 3)

The job purpose: To manage Mechanical Workshop services. **Key performance areas:** The Manager: Mechanical Workshop must ensure that the daily work is done to satisfaction and achieve the objectives of council. He/she will be responsible for: ▲ Monitor the development, implementation and review of the organization policies, procedures and processes ▲ Develop Organizational vision and strategy and provide strategic support to the municipality ▲ Manage activities of the division ▲ Prepare budget for mechanical workshop ▲ Manage Performance of employees in the division ▲ Manage Human Resources ▲ Financial Management. **Requirements:** ▲ B Degree in Mechanical Engineering or relevant qualification ▲ Driver's License ▲ Five (5) years relevant experience with at least 3 years' experience on supervisory position.

Applications should be submitted on the prescribed compulsory 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 and their qualifications will be verified.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council always reserves the right not to appoint.

Closing date: 05 September 2025 at 15:00 Enquiries: Ms. ON Napo (015) 307 8245/8260.

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

MR D MHANGWANA – MUNICIPAL MANAGER