



Mafube Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street
P O Box 2
FRANKFORT, 9830

Phone : 058 813 1051
E-mail: info@mafubelm.co.za

INTERNAL AND EXTERNAL ADVERTISEMENT

MAFUBE LOCAL MUNICIPALITY IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER THAT INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES WITH THE RELEVANT EXPERIENCE, COMPETENCY, ENTHUSIASM, NECESSARY DRIVE AND ABILITY TO PERFORM THEIR BEST, TO APPLY FOR THE FOLLOWING VACANCIES. APPOINTMENTS WILL BE MADE IN LINE WITH MAFUBE LOCAL MUNICIPALITY'S EMPLOYMENT EQUITY POLICY

Directorate: Corporate Services

Post: Manager Legal Services x 1

Salary: R442 235.06– R525 670.06 Per annum (Excluding benefits)

Term of Appointment: Permanent

Location: Frankfort

Benefits of the Position: Pension/Provident Fund,

- Medical Aid,
- 13th Cheque,
- Statutory Leave,
- Travelling Allowance and
- Cellphone Allowance.

Qualifications and Experience

- Grade 12,
- A relevant B. Degree in Law or LLB degree or equivalent legal qualification recognized in South Africa (NQFL 7), admission as an attorney will serve as an added advantage.
- 3-5 years relevant of legal working experience in Public or Private Sector
- A valid motor vehicle driver's license.

Key Tasks and Responsibilities

- The candidate will be responsible for managing and coordinating all legal related matters in the Municipality including but not limited to:
- Providing Legal Advisory Services to the Municipality.
- Managing litigations, the execution of by-laws,
- Compilation and management of Service Level Agreement, Memorandums of Understandings and Contracts.
- Preparing legal reports for the Portfolio Committee, Executive Committee and Council.
- Attend to all related matters timeously and respond to all correspondence, including but not limited to, summonses, affidavits, notices, pleadings and other legal documents within the prescribed timeframes.
- Providing legal opinions.

- Monitoring legislative compliance with different legislation to reduce and manage risk to the Municipality.
- Providing legal support on disciplinary matters, grievances, disputes, and labour litigations in consultation with the Labour Relations and Human Resource Divisions.
- Facilitating the development, review and implementation of policies and by-laws.
- Managing legal risks and recommending mitigation measures
- Perform any other lawful duties and responsibilities as may be delegated by Management from time to time.

Directorate: Community Services & LED

Position: Manager Town Planning x 1

Salary: R442 235.06 – R525 670.06 per annum (Excluding benefits)

Term of Appointment: Permanent

Location: Frankfort

Benefits of the Position

- Pension/Provident Fund,
- Medical Aid,
- 13th Cheque,
- Statutory Leave,
- Travelling Allowance and
- Cellular Phone Allowance.

Minimum Requirements

- Grade 12,
- Relevant 3-year tertiary qualification, preferably a B. Degree in Town and Regional Planning / Urban and Regional Planning or Equivalent Qualification at NQF Level 7
- Registered as a Professional Planner with the South African Council for Planners (SACPLAN)
- 3-5 years' relevant experience.
- Valid motor vehicle driver's license.

Key Tasks and Responsibilities

- The candidate will be responsible for managing and coordinating all town planning related matters in the Municipality including but not limited to:
- Routine inspections on residential, business, industrial construction and buildings in line with the National Building Regulations and Safety Act;
- Inspection of building plans in respect of Town Planning Scheme and Council policies;
- Execute related administrative duties;
- Enforce compliance to building plans;
- Develop designs and drawings of Municipal Structure Plans for new buildings or renovations;
- Issuing of Building Compliance Notices;
- Preparations of reports on contraventions of the Town Planning Scheme,
- Compile and review periodically the Municipal Spatial Development Plan(SDF)
- Ensure continuous research and development for the betterment of planning in municipality.
- Prepare reports and maintain records for Municipal Council and relevant Committees
- Develop and implement the Municipality's Spatial Development Framework (SDF)
- Align the Spatial Planning with the Integrated Development Plan and Municipal Strategies
- Responsible for Land Use Management
- Development Planning

- Land Use and Spatial Planning Policies and By-Laws development for control and compliance.
- Provide professional planning advice to the Municipality and its stakeholders.
- Facilitate stakeholder engagement for consultation and other related developmental matters.
- Perform any other lawful duties and responsibilities as may be delegated by Management from time to time.

Directorate: Financial Services

Post: Manager Expenditure & Payroll x 1

Salary: R442 235.06 – R525 670.06 per annum (Excluding benefits)

Term of Appointment: Permanent

Location: Frankfort

Benefits of the Position

- Pension/Provident Fund,
- Medical Aid, 13th cheque,
- Statutory Leave,
- Travelling Allowance and
- Cellular Phone Allowance.

Qualifications and Experience

- Grade 12,
- A relevant 3-year qualification, preferably a B. Degree in Finance Management, Accounting, Public Finance, Commerce or equivalent
- 3-5 years' experience in payroll processing and expenditure control.
- Valid motor vehicle driver's license.

Key Tasks and Responsibilities

- The candidate will be responsible for managing and coordinating all expenditure and payroll related matters in the Municipality including but not limited to:
- Manage and oversee all municipal expenditure transactions.
- Ensure accurate processing of payments.
- Supervise creditor payments and accounts payable functions.
- Monitor expenditure against budgets and report overspending and understanding.
- Ensure financial compliance and prevention of Unauthorised, Irregular, Fruitless and Wasteful Expenditure and to the Provincial and National Treasury.
- Participate on the internal and external audits and compile action plans to address the audit findings.
- Implement cash-flow management measures.
- Manage and implement End-to-End Payroll Processing Management.
- Statutory & Tax Compliance by ensuring strict adherence to SARS legislation (PAYE, UIF, SDL, EMP201) and labour laws (BCEA, LRA)
- Conduct detailed balance reconciliations, investigate variances and clear payroll-related queries.
- Manage, train, and mentor the staff in the division.
- Perform any other lawful duties and responsibilities as may be delegated by Management from time to time.

Directorate: Community Services & LED

Position: Manager Environmental Services

Salary: R442 235.06 – R525 670.06 per annum (Excluding benefits)

Term of Appointment: Permanent

Location: Frankfort

Benefits of the Position

- Pension/Provident Fund,
- Medical Aid,
- 13th Cheque,
- Statutory Leave,
- Travelling Allowance and
- Cellular Phone Allowance.

Qualifications and Experience

- Grade 12,
- A relevant 3-year tertiary qualification, preferably B. Degree in Environmental Management / Environmental Science or equivalent NQF Level 7
- 3-5 years' relevant experience.
- A valid motor vehicle driver's license.

Key Tasks and Responsibilities

- The candidate will be responsible for managing and coordinating all environmental and waste management related matters in the Municipality including but not limited to:
- Overseeing waste management programmes and services.
- Overseeing the Environmental Management division by ensuring and adhering to applicable statutes relating to the environmental impact management, biodiversity management, air quality management, climate change adaption.
- Conduct the environmental education & awareness.
- Waste and pollution management
- Develop and implement policies related to waste and environmental management.
- Management of environmental and waste management related projects
- Perform any other lawful duties and responsibilities as may be delegated by Management from time to time.
- Ensure compliance with environmental legislation and protection of the Natural Resources within the Municipal Area.
- Manages personnel and performance in line with set targets, ensures appropriate application of internal controls and procedures relating to the function and ensuring continuous improvements and processes.

Directorate: Office of the Municipal Manager

Position: Internal Auditor x 1

Salary: R273 763.00 – R313 514.31 per annum (Excluding benefits)

Term of Appointment: Permanent

Location: Frankfort

Benefits of the Position

- Pension/Provident Fund,
- Medical Aid,
- 13th Cheque,
- Statutory Leave.

Qualifications and Experience

- Grade 12.
- National Diploma in Internal Audit or Equivalent,
- 2 years Internal Audit experience.
- A valid motor vehicle driver's license.

Key Tasks and Responsibilities

- The candidate will be responsible for managing and coordinating all internal audit related matters in the Municipality including but not limited to:
- Planning, execution and reporting of audit assignments as per risk based Internal Audit Plan.
- Executing audit field work in compliance with the approved Internal Audit Methodology and IIA standards;
- Assessing the adequacy and effectiveness of governance risk management practices and internal controls.
- Identifying and clearly articulating root causes of issues identified and impact thereof, provide recommendations that will address the control weaknesses.
- Providing clear and sufficient audit evidence to support recommendations and audit opinions expressed based on the results of the work performed.
- Preparing quality and balanced audit reports to specified standards, encapsulating the control weaknesses identified and results of audit work performed, with minimal editorial changes.
- Executing audit assignments within the agreed budget and timelines.
- Assisting the Head of Internal Audit with other operational and reporting activities as required.
- Effective communication with the audit team and audit management.
- Participate in internal departmental work and key standing tasks such as Audit and Performance Committee reporting as requested.
- Respond to client needs and queries professionally and within agreed turn-around times.
- Perform any other lawful duties and responsibilities as may be delegated by Management from time to time.

Please note: Applications will not be acknowledged, should you not be contacted within three (3) months after the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. The Municipality subscribes and promotes the principles of employment equity and affirmative action. The Municipality reserves the right not to make an appointment. Only candidates who meet the above-mentioned competencies will be shortlisted. Successful candidates will be subjected to, qualification verification, security vetting and reference checks.

Forward your applications to:

The Acting Municipal Manager, Dr. J.B Mhlongo
Mafube Local Municipality
P.O Box 2
Frankfort, 9830

Or

Hand deliver applications at:

Municipal Building
64 JJ Hadebe Street
Frankfort, 9830

Applications must be completed on Mafube Local Municipality employee application form, accompanied by a comprehensive CV and recent (not older than 3 months) original certified copies of: (ID) Identity Document, Driver's License and Qualifications

NB: Faxed, e-mailed and late applications will not be considered

Enquiries can be directed to Ms. Dikeledi Madibo (Human Resources Manager), Tel: 071 2333 822

Closing date: 07 July 2026 at 16h30

Dr. J.B Mhlongo
Acting Municipal Manager
Mafube Local Municipality
Date: 14 June 2026

