

RUSTENBURG LOCAL MUNICIPALITY

INTERNAL ADVERTISEMENT

“A World Class City where all communities enjoy the high quality of life”.

The Rustenburg Local Municipality seeks to fill the following vacancies in various directorates. The official qualifications stated as requirements for all the following positions, will be used as one of the criteria to assess the suitability of applicants. The advertised salaries exclude benefits. **Disabled people are encouraged to apply and should please indicate the nature of their disability.**

DIRECTORATE	POSITION	SALARY	QUALIFICATION REQUIREMENTS	KNOWLEDGE & SKILLS	DUTIES
Office of the Municipal Manager	Executive Secretary	R472 128 – R521 340 /a (Level 6)	<ul style="list-style-type: none"> Gr 12 Secretarial Diploma. 5-8 years relevant experience in a municipal environment. Experience in office administration of the Municipal Manager. 	Computer literacy with Knowledge of Microsoft Word, Excel, PowerPoint, Email and internet.	Manage the diary of the Municipal Manager, handle incoming and outgoing correspondence, documents management and manage the Municipal Manager's diary.
	Administrative Officer (Office of the Municipal Manager)	R 427 632 – R472 128 / a (Level 7)	<ul style="list-style-type: none"> Grade 12. A relevant Public Administration Diploma will be an added advantage; 5 – 8 year's experience in a municipal environment 	Good Communication, Strong administrative and management skill, budget control, compiling of agendas, taking of minutes and service level agreement.	Main duties will include but limited not to coordinate the implementation of procedures, systems and control measures in the Directorate. Maintain the required performance plans, reports and registers associated with the activities of the Directorate. Coordinate the sequence and procedures with the preparation and submission of items for portfolio Committee and Council. Assist the Manager (Office of the MM) with the compilation of reports and

				<p>comments for items to the portfolio Committee and Council. Prepare agendas, attend committee meetings chaired by the Municipal Manager, take minutes and distribute to relevant members. Ensure that all Council resolutions are distributed to all units and that general resolutions are implemented in the Office of the MM.</p>
Environmental Assessment (EIA) Officer (PMU)	R472 128 – R521 340/a (Level 6) Plus Travelling allowance scheme)	<ul style="list-style-type: none"> • Grade 12 • National Diploma / B-Tech or B-Degree in Environmental management. • 5- 8 years relevant experience • Valid driver's license. 	Computer literacy. Excellent communication skills. A recognizable experience in MIG processes and Project Management skills will be an added advantage.	<p>Monitor consultants' projects to ensure proper development of environmental projects and plans are followed accordingly. Conduct site visits. Review and provide technical input on scoping reports such as the Basic Assessment Reports (BAR) and Environmental Impact Assessments. Draft EIA's and EMPs for mines, industries, linear projects (Eskom transmission projects,) township developments, commercial developments, retail and shopping complexes. Prospecting EMPRs. Conduct public site visits to provide information and attend to complaints on Environmental impact issues.</p>
Customer Care Agents X16	R232 764 - R259 464 / a (Level 11)	<ul style="list-style-type: none"> • Grade 12 plus 1 - 2 years' experience in Administration or Customer care. 	Computer literacy, strong communication skills, willing to work disperse working hours. Must be able to work under pressure.	<p>Main duties will include but not limited to: handling of complaints from public, capturing of complaints In the document management system, making follow ups with the complainants and technicians. Closing off the</p>

				complaint on the System.	
	Center Manager: Freedom Park RCC	R317 520 – R368 400/a (Level 9)	<ul style="list-style-type: none">• Grade 12• National Diploma in Office Management / Administration.• A valid drivers license• 2 years relevant experience.	Computer literacy and communication skill. willing to work dispersed hours.	Coordinate and manage functions pertinent to the directorate's role in the local RCC. Ensure that efficient services are rendered to the community at RCC. Oversee the administration of estate matters at RCC. Assist the Directorate Planning and Human Settlement with the monitoring of township plans. Respond to issues arising from complaints and community needs. Ensure that the premises is clean and maintain equipment.
	Help Desk Officer Freedom Park RCC	R 185 952 – R 203 424 /a (Level 13)	<ul style="list-style-type: none">• Grade 12• 1-year relevant experience.	Reception skills, Computer literacy and office management skill and communication skills and be able to provide a high level of customer service and provide correct and speedy information.	Assist community members/customers with specific queries or problems. Promoting customer care by assisting the front desk and receiving as well as attending to community queries and to compile reports as well as statistics of walk ins. Be a direct link to the other directorates in form of services rendered and to liaise with the call center.
Corporate Support Services	Secretary (Office of the Director)	R264 396 – R302 748 /a (Level 10)	<ul style="list-style-type: none">• Grade 12• 2 - 5 years relevant experience.• A Secretarial Qualification will be an added advantage.	Computer literacy, including Microsoft Word, Excel, and PowerPoint, office administration, excellent typing skills, telephone etiquette, knowledge of record keeping.	Main duties will include, but not limited to; typing daily record keeping of correspondence, managing the Directors diary, telephone calls, meetings and visitors.
	Administrative Officer: Office of the MMC: Corporate Support Services (Linked to the term of	R 427 632 – R472 128 / a (Level 7)	<ul style="list-style-type: none">• Grade 12• A relevant Public Administration	Computer literacy, knowledge of political protocol, typing, filing,	Main duties will include, but not limited to; maintain confidentiality, for MMC:

	Office bearer)		<ul style="list-style-type: none"> Diploma will be an added advantage. 2 - 3 years' experience in municipal environment 	<p>telephone etiquette plus good administrative skills</p>	Corporate Support Services. Arrange meetings and venue bookings for MMC. Maintain and manage MMC's diary.
	Labour Relations Officer	R521 340 – R 575 616 / a (Level 5) plus Transport allowance Scheme It will be expected of the successful applicant to provide his/her own suitable vehicle for the execution of official duties, in accordance with the Transport Allowance Scheme.	<ul style="list-style-type: none"> Grade 12 National Diploma in Labor Relations Management or National Diploma in Labor Law. 5 – 8 years relevant experience. A valid driver's license. 	<p>Knowledge of relevant policies and legislations. Knowledge of disciplinary and grievance procedures. Report writing skills. Good interpersonal and negotiating skills. Ability to demonstrate high level of integrity and confidentiality in dealing with sensitive information.</p>	Analyze and investigate labor relation issues. Takes positive action to resolve conflict in a way that it addresses issues and maintain the relationship. Facilitate labor consultations on appropriate matters. Handle confidential records appropriately and does not share confidential information. Protect the Councils interests at all times during legal proceedings (e.g. CCMA and Bargaining Council)
Budget & Treasury Office	Secretary (Office of the CFO)	R264 396 – R302 748 /a (Level 10)	<ul style="list-style-type: none"> Grade 12 2 - 5 years relevant experience. A Secretarial Qualification will be an added advantage. 	Computer literacy, including Microsoft Word, Excel, and PowerPoint, office administration, excellent typing skills, telephone etiquette, knowledge of record keeping.	Main duties will include, but not limited to; typing daily record keeping of correspondence, managing the CFO's diary, telephone calls, meetings and visitors, and budget consolidation for the CFO.
	Senior Administrative Officer (Office of the CFO)	R521 340 – R575 616/a (Level 5)	<ul style="list-style-type: none"> Grade 12. A relevant three year tertiary qualification, preferably a National Diploma or B-Degree in Administration 8 years or more relevant experience of which at least 2 years must be at a supervisory level, Valid driver's license. 	<p>Good Communication, Strong administrative and management skill, budget control, compiling of agendas, taking of minutes and service level agreement.</p>	Main duties will include but limited not to coordinate the implementation of procedures, systems and control measures in the Directorate. Maintain the required performance plans, reports and registers associated with the activities of the Directorate. Coordinate the sequence and procedures with the preparation and submission of items for portfolio Committee and Council. Assist the CFO with the compilation of reports and comments for items to the portfolio Committee and Council.

					Prepare agendas, attend committee meetings chaired by the CFO, take minutes and distribute to relevant members. Ensure that all Council resolutions are distributed to all units and that general resolutions are implemented in the Directorate.
Community Development	Caretaker: Lethabong XI Caretaker: VanZyl XI	R 264 396 – R302 748 /a (Level 10)	<ul style="list-style-type: none">• Grade 12.• A valid driver's license.• 1 - 2 years' relevant experience	Computer literacy. Good interpersonal skills. Ability to remain calm under stressful situations. Conflict management skills.	The incumbent will be required to work closely with the Booking Office and community and to meet client requests. The incumbent will be required to work on standby as and when required.
	Grass cutter X14	R144 816 – 156 324 / a (Level 16)	<ul style="list-style-type: none">• Grade 12	Good communicator. Be able to work in a team	Main duties will include, but not limited to grass cutting and pruning of trees.
Public Safety	Clerical Assistant (Office of the Director)	R185 954 – R259 464 /a (Level 13-11)	<ul style="list-style-type: none">• Grade 12• Computer Literacy.• 0-2 years relevant experience.	Computer literacy, including Micro Soft Word & Excel, good communications, and customer service skills.	Main duties will include but not limited to support and assist with all administrative duties required by the Director, with relation to correspondences and assisting in report generation.
	Traffic Officers Gr I X 30	R317 520- R368 400 /a (Level 9)	<ul style="list-style-type: none">• Grade 12.• Basic Training Diploma• Fire Arm proficiency• Valid drivers licence.• 2 – 5 years experience.	Knowledge of the National Road Traffic Act, Criminal Procedures Act, National Land Transport Act. As well as a broad understanding of the application of Municipal by-laws. People skills and customer service skills. Be able to work 24/7 shifts system in stressful / challenging conditions. Must be security conscience, physically and mentally fit.	Enforcement of the National Road Traffic Act. Enforcement of National Land Transport Act. Enforcement of all other traffic related legislations, policies and regulations. Perform escort duties. Traffic control.

	Law enforcement Officers X 30	R144 816 – R156 324 /a (Level 16)	<ul style="list-style-type: none"> Grade 12. Basic Training Diploma Fire Arm proficiency Valid drivers licence 0 – 1 year experience. 	Attention to detail. Good Communication Skills (Verbal and Writing) Sound Knowledge of Law Enforcement Policies and Procedures. Computer Literacy.	Advising and enforcing the various Legal Acts, By-laws and Council policies to ensure compliance, business Regulations, Street Trading By-laws, Advertisement and Bill posting By-laws. Monitoring illegal dumping and littering, tracing offenders and issuing of fines and/or summonses; including enforcing Public Health Hazards and Nuisances By-law.
LED	Senior Administrative Officer (Office of the Director)	R521 340 – R575 616 /a (Level 5)	<ul style="list-style-type: none"> Grade 12. relevant three year tertiary qualification. Preferably a National Diploma or B-Degree in Administration 8 years or more relevant experience with at least 2 years at a supervisory level. A valid driver's license 	Good Communication, Strong administrative and management skill, budget control, compiling of agendas, taking of minutes and service level agreement.	Main duties will include but limited not to coordinate the implementation of procedures, systems and control measures in the Directorate. Maintain the required performance plans, reports and registers associated with the activities of the Directorate. Coordinate the sequence and procedures with the preparation and submission of items for portfolio Committee and Council. Assist the Director with the compilation of reports and comments for items to the portfolio Committee and Council. Prepare agendas, attend committee meetings chaired by the Director: LED, take minutes and distribute to relevant members. Ensure that all Council resolutions are distributed to all units and that general resolutions are implemented in the Directorate.
Roads & Transport (RRT)	Senior Administrative Officer (RRT) (3 years fixed term contract.)	R815 868 /a (An all-inclusive remuneration package)	<ul style="list-style-type: none"> Grade 12. A relevant three year tertiary qualification. 	Good Communication, Strong administrative and management skill, budget	Main duties will include but limited not to coordinate the implementation of procedures,

			<ul style="list-style-type: none"> preferably a National Diploma or B-Degree in Administration. 8 or more years relevant experience with at least 2 years at a supervisory level. A valid driver's license 	control, compiling of agendas, meeting procedures, taking of minutes and service level agreement.	systems and control measures in the Directorate. Maintain the required performance plans, reports and registers associated with the activities of the Directorate. Coordinate the sequence and procedures with the preparation and submission of items for portfolio Committee and Council. Assist the Director with the compilation of reports and comments for items to the portfolio Committee and Council. Prepare agendas, attend committee meetings chaired by the Director: Road & Transport Services, take minutes and distribute to relevant members. Ensure that all Council resolutions are distributed to all units and that general resolutions are implemented in the Directorate.
	Messenger Driver XI (3years fixed term contract) RRT	R262 662 / a (An All-inclusive remuneration package).	<ul style="list-style-type: none"> Grade 12 plus 1-year applicable experience plus valid driver's license 	Extensive knowledge of the Rustenburg Local Municipality jurisdiction area, time management, prioritizing and ability to maintain confidentiality	Main duties will include but are not limited to document and parcel deliveries to various destinations, receiving of documents, carried, and posted to external and internal destination.
	Generalist Worker XI (3years fixed term contract) RRT	R262 662 / a (An All-inclusive remuneration package).	<ul style="list-style-type: none"> Grade 12 	Good communication and inter-personal skills plus ability to carry out instructions.	Main duties will include, but are not limited to cleaning of main offices, bathrooms, shelves and preparing tea for meetings
	Coordinator: Environmental Specialist (RRT) 3-year fixed term contract	R 725 496 / a An all-inclusive remuneration package	<ul style="list-style-type: none"> Grade 12 National Diploma in Civil Engineering/ Environmental management. 3 - 5 years' experience. Valid drivers' license 	Knowledge of project socio economic impact assessment, environmental impact costing and estimation. Knowledge of road infrastructure and design.	Ensure environmental conservation in the development of public transport and roads maintenance to ensure cleanliness and up keeping of infrastructure. Compliance of construction of any IPTN infrastructure that the municipality intends to increase in future as Municipality grows.

			Project management skills	Report to Unit Manager Design and Construction Manager regarding the management, and improvement of public transport facilities including stations, bus lanes and the taxi rank, compiling monthly and quarterly reports. Evaluate reports and recommendations regarding appointments of consultants, contractors, and other services. Manage, monitor, and evaluate the work of consultants by ensuring the adherence to the Service Level agreements.
	Coordinator: Design & Construction Coordinator (RRT) 3-year fixed term contract	R 725 496 / a all-inclusive remuneration package	<ul style="list-style-type: none"> • Grade 12. • National Diploma in Transport or Civil Engineering • 3 – 5 years' experience in public transport infrastructure 	<p>Good written and verbal communication skills, must be able to work under pressure and extended hours, when necessary.</p> <p>Develop and manage the entire transport sector in Rustenburg, develop sector plans for transport and manage the two sub-unit under the unit. Ensure stations are well managed and maintained to ensure cleanliness and up keeping of infrastructure. Manage construction of any IPTN infrastructure that the municipality intends to increase in future as Municipality grows. Report to Unit Manager Design and Construction Manager regarding the management, and improvement of public transport facilities including stations, bus lanes and the taxi rank, compiling monthly and quarterly reports.</p>

	Administrative Officer (Roads & Transport)	R 427 632 – R472 128 / a (Level 7)	<ul style="list-style-type: none"> • Grade 12. • A relevant Public Administration Diploma will be an added advantage. • 5 – 8 years' experience in a municipal environment 	Computer literacy, including Microsoft Word and Excel, administrative skills, knowledge of general office management Good human relations, communication and interpersonal skills.	Client liaison. Consolidate monthly reports, facilitation of items and packaging the unit's portfolio of evidence Secretary duties for unit manager and give administrative support to the unit. Attend to administrative matters and duties of the unit roads and storm water to ensure smooth running of the office. Execute tender processes or administration (operational & capital) to ensure effective procurement of goods. Attend to general office procedure and duties to ensure effective logistical support to the head/unit Attend to public to ensure that all clients are correctly directed and dealt with liaises with relevant official regarding public complaints or enquiries to ensure proper service delivery.
	Technician: Road Marking Signs (Roads & Transport)	R472 128 – R521 340 / a (Level 6)	<ul style="list-style-type: none"> • Grade 12 • National diploma in civil engineering. • A valid driver's license. • 3-5 years in experience in municipal environment 	Good planning and organizational skills. Interpersonal skills. Computer literacy. Decision making and analytical skills. Problem solving and report writing skills. Compiling drawings and design for projects related to stormwater and roads networks and transport engineering. Prepare estimates and costing of projects, survey sites, draw up as-builts with projects completed.	Render technical services regarding construction and maintenance aspects of roads and stormwater in support of the municipality. Install, inspect, maintain, troubleshoot, diagnose, repair and perform preventative maintenance on the roads. Assess the condition of roads, pipes and related infrastructure and recommend improvements and repairs. Survey site. Does survey calculations and alter original designs. Approve building and development control standards Supervise the performance of subordinates. Main duties will include, but not
	Administrative Officer: office	R427 632 – R472 128/a	<ul style="list-style-type: none"> • Grade 12 	Computer literacy.	

	of the MMC: Roads & Transport (Linked to the term of Office bearer)	(Level 7)	<ul style="list-style-type: none"> A relevant Public Administration Diploma will be an added advantage. 2 - 3 years' experience in municipal environment 	knowledge of political protocol, typing, filing, telephone etiquette plus good administrative skills	limited to; maintain confidentiality, for MMC: Corporate Support Services. Arrange meetings and venue bookings for MMC. Maintain and manage MMC's diary.
Technical & Infrastructure Services	Electrician X11	R 317 520 - R368 400 /a (Level 9)	<ul style="list-style-type: none"> N2 Trade test certificate (Qualified electrician). A valid Code C1 driver's license with valid PDP 2 years relevant experience 	Electrical maintenance/construction experience. Be able to work dispersed working hours or shift system. Oversee maintenance of electrical panels and general electrical work	Installation of new electrical connections to connect new consumers to the electricity supply network. Installation of switchgear in substations. Jointing of LV and HV cables. Reticulation of newly developed areas. Maintenance and repair of existing distribution networks. Maintenance and repair of electrical distribution systems in council buildings and utility plants; Attending to consumer complaints; Perform LT and HT switching up to 33Kv. Fault finding on distribution networks; Supervision of subordinates; Obtaining of quotations for materials and stock; Responsible for Occupational Health and Safety in workplace.
Planning & Human Settlement	Secretary (Office of the Director)	R264 396 – R302 748 /a (Level 10)	<ul style="list-style-type: none"> Grade 12 2 - 5 years relevant experience. A Secretarial Qualification will be an added advantage. 	Computer literacy, including Microsoft Word, Excel, and PowerPoint, office administration, excellent typing skills, telephone etiquette, knowledge of record keeping.	Main duties will include, but not limited to; typing daily record keeping of correspondence, managing the CFO's diary, telephone calls, meetings and visitors, and budget consolidation for the CFO.

Planning & Human Settlement	Administrative Officer: office of the MMC: Planning & Human Settlement (Linked to the term of Office bearer)	R427 632 – R472 128/a (Level 7)	<ul style="list-style-type: none"> • Grade 12 • A relevant Public Administration Diploma will be an added advantage. • 2 – 3 years' experience in municipal environment 	Computer literacy, including knowledge of political protocol, typing, filing, telephone etiquette plus good administrative skills	Main duties will include, but not limited to; maintain confidentiality, for MMC: Corporate Support Services. Arrange meetings and venue bookings for MMC. Maintain and manage MMC's diary.
	Allocations Agreement Officer	R 317 520- R368 400/a (Level 9)	<ul style="list-style-type: none"> • Grade 12 • National Diploma in Administration. • A certificate in Project Management will be an added advantage. • 3 years' relevant experience. 	Computer literacy, including Microsoft Word, Excel, and PowerPoint, excellent typing skills. Knowledge of all applicable policies and applicable legislations related to housing. Must be physically fit. Pay attention to detail. Must be able to work overtime as and when required.	Monitor that the administration process complies with Provincial and Municipal statutory requirements. Allocate all flats and houses using allocation process. Resolve and respond to queries from applicants. Schedule and invite qualifying applicants to sign contracts. Facilitate the calculation of rental to be paid with the Finance Directorate and record amount on the contract. Provide feedback to applicants on their application status and waiting list. Maintain the tenant's database by updating information as per tenant's request.

You are invited to submit a comprehensive CV to the Directorate Corporate Support Services: -

Missionary Mpheni House,

5th Floor, Room 501

Mark your envelope "VACANCY" and please note that NO application without certified copies of Identity Document, qualifications / certificates and other relevant documents will be considered.

Any further telephonic enquiries should be directed to the Directorate: Corporate Support Services, at telephone number (014) 590-3016/ 3201/ 3039.

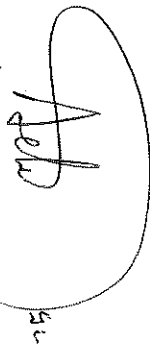
Preference will be given to applicants in line with the approved Employment Equity Plan of the Rustenburg Local Municipality. Asians, Coloureds, Whites and disabled people are also advised to apply for the positions.

If you don't receive any correspondence from this organization regarding your application within 30 days of the closing date of the advertisement, you should consider your application unsuccessful.

The Rustenburg Local Municipality as an employer applies employment equity and equal opportunities.

CLOSING DATE: 05 MARCH 2025

FOR OFFICE USE: Reference no.: 4/12/14



MR. LINDA TELLE
ACTING MUNICIPAL MANAGER
24/02/2025