



MATATIELE
LOCAL MUNICIPALITY

102 Main Street
Matatiele
P.O. Box 35
Matatiele, 4730
Tel: 039 737 3130
Fax: 039 737 3611

EXTERNAL VACANCIES
DATE 20 FEBRUARY – 13 MARCH 2026
VACANCY NOTICE NO: 03/2025/26
MATATIELE LOCAL MUNICIPALITY

Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of gender, race and disability amongst others. Suitably qualified persons who are South African citizens are hereby invited to apply for the following vacancies which will be filled in terms of the Employment Equity Plan of the Municipality. Preference will be given to candidates whose appointment will enhance representativity of employees from the designated groups in terms of the Employment Equity Act 55, 1998.



PLEASE BEWARE OF A SCAM DOING ROUNDS WHEREIN INDIVIDUALS REQUEST MONEY IN EXCHANGE FOR EMPLOYMENT. NO PAYMENT OF ANY KIND IS NEEDED TO SECURE EMPLOYMENT WITHIN THE MUNICIPLAITY.

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER	
UNIT: STRATEGIC GOVERNANCE	
POSITION: MANAGER – STRATEGIC GOVERNANCE (Ref Number: MLM/MMS/M&E/001)	
Employment Term	Permanent
Task Grade	17
Basic Salary	R 797 775.12 – R 1 035 588.72 P. A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid, Car Allowance and Homeowner Allowance.
Advertisement Platforms	Provincial Newspaper, Local Newspaper, Municipal Website and Municipal Notice Boards
Minimum Requirements	<ul style="list-style-type: none"> • Matric; B-Degree/ BTech in Public Administration/ Performance Management/ Project Management/ Business Administration or a relevant qualification. • Computer literacy: MS Office. • 5 years relevant experience of which 3 years must be at supervisory level. • A Valid Driving Licence • Profound knowledge and understanding of the Local Government sector and applicable legislations. • Excellent communication and interpersonal skills. • Planning and project management skills. • CPMD/MFMP would be an added advantage or obtainable within 18 months of employment. • Willingness and ability to work over and above the call of work and under pressure.
Knowledge	• Be able to compile annual and quarterly reports and knowledge of public administration and understanding of local government operations.
Key Responsibilities	<ul style="list-style-type: none"> • Developing and consolidating Services Delivery and Implementation Plan (SDBIP). • Evaluating the sections performance against budget and addressing deviations/ variances with appropriate personnel. • Planning and developing the executive for specific tasks/ activities associated with the development of public participation strategy and code of conduct for the forums. • Designing a policy and strategy, ensuring that they are in line with all Local Government Risk Management frameworks, Municipal Systems Act, MFMA. • Managing the process for assessing municipal wide risk. • Managing the provision of security management services to the Municipality i.e. physical infrastructure and information security. • Perform any other duties that may be assigned by competent authority.
DEPARTMENT: COMMUNITY SERVICES	

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Electrical Services: 079 522 9770 Prepaid Sales: 079 523 322 Finance Office: 039 737 3565 Disaster and Fire: 039-2560610/079 523 2223
Police(SAPS): 039 7379-04/9905 Water: 082 520 1476 Ambulance: 10177 Traffic: 079 522 9774



UNIT: PUBLIC AMENITIES AND EPWP**POSITION: MANAGER - PUBLIC AMENITIES AND EPWP (REF NUMBER: MLM/CMS/PAE/001)**

Employment Term	Permanent
Task Grade	16
Basic Salary	R 659 924.52 – R 856 607.76 P. A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid, Car Allowance and Homeowner Allowance.
Advertisement Platforms	Provincial Newspaper, Local Newspaper, Municipal Website and Municipal Notice Boards
Minimum Requirements	<ul style="list-style-type: none"> • Matric/ Grade 12 and B-Degree in Horticulture/ Facilities Management/ Public Administration/ Public Management or a relevant qualification. • 5 years relevant experience of which 3 years must be at supervisory level • Computer Literacy (MS Word, Excel and PowerPoint) • CPMD certificate will be an added advantage. • A Valid Driving Licence. • Willingness and ability to work over and above the call of work and under pressure.
Knowledge	<ul style="list-style-type: none"> • Draws up operational work plans and maintenance programs.
Key Responsibilities	<ul style="list-style-type: none"> • Identifies and defines the immediate, short- and long-term objectives/ plans associated with management and maintenance of public facilities and EPWP programme. • Directs and control outcomes associated with utilisation, productivity and performance of personnel within the Public Amenities & EPWP. • Prepares capital and operating estimates and controls expenditure against the approved budget allocations. • Manages the formulation of specific contracts and other tender documents and controls contractual obligations. • Directs and controls the professional, technical and operational outcomes associated with the functions related to public facility maintenance. • Coordinates and ensure participation in the set-up and implementation of EPWP, PSC and RSC report to serve as avenue to facilitate information and receive inputs for approval. • Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality. • Perform any other duties that may be assigned by competent authority.

DEPARTMENT: BUDGET AND TREASURY OFFICE**UNIT: FINANCIAL REPORTING AND ASSETS MANAGEMENT****POSITION: MANAGER – FINANCIAL REPORTING AND ASSETS MANAGEMENT (Ref Number: MLM/BTO/FRA/001)**

Employment Term	Permanent
Task Grade	16
Basic Salary	R 659 924.52 – R 856 607.76 P. A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid, Car Allowance and Homeowner Allowance.
Advertisement Platforms	Provincial Newspaper, Local Newspaper, Municipal Website and Municipal Notice Boards
Minimum Requirements	<ul style="list-style-type: none"> • Matric/ Grade 12 and • BCom in Financial Accounting or a relevant qualification. • 5 years' relevant experience required of which 3 years must be at Supervisory Level. • Computer Literacy (MS Word, Excel and PowerPoint). • MFMP/CPMD certificate would be an added advantage or obtainable within 18 months of employment. • A Valid Driving Licence.
Knowledge	<ul style="list-style-type: none"> • Manage the movable and immovable asset and financial accounting reporting function under the direct supervision of the General Manager / Chief Financial Officer. • Portfolio strategy and analysis and may be required to manage more junior staff; and advanced knowledge of applicable local government legislation (e.g. MSA, MFMA, and others as applicable). • Research & Implement the Asset Management Strategy and Action Plans based upon the chosen Service Delivery Options. • Action detailed plans for acquisitions and replacements, operations and maintenance as well as disposals in terms of the Municipality's Policies.
Key Responsibilities	<ul style="list-style-type: none"> • Manage the compilation of Quarterly and Annual Financial Statements • Oversee the flow of financial transactions and updating of the financial system. • Manage and maintain

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relevant financial records (main ledger, control schedules and reconciliation to subsidiary records, monitor control accounts, Income & Expenses and Assets and Liabilities to ensure balancing Trial Balance). • Coordinate and Manage preparation of monthly/half yearly interim/Annual financial statements and working paper files for submission to Auditors. • Liaise with Auditors for auditing of Annual Financial Statements, attend to the statutory audit process, any other duties assigned by competent authority (CFO and or MM). • Monitoring development and overseeing of the implementation of the asset management system, including the establishment of the asset Management Unit and departmental policies and procedures. • Developing and maintaining the strategic and annual asset management plans aligned with the departmental strategy and budget. • Developing and maintaining asset registers, including acquisitions, maintenance management transfers, valuations and Insurance. • Perform any other duties that may be assigned by competent authority.

Closing Date : 13 March 2026 @ 16H00

Enquiries should be addressed to the Manager: Human Resources Management and Development Mr. W. Mtebele either by email @ WMtebele@matatiele.gov.za or telephone (039) 737 8135

IMPORTANT NOTE TO APPLICANTS:

- Failure to submit documents listed below will result in disqualification of applicants.
- Background screening and vetting of qualifications and references will be conducted on shortlisted candidates.
- Proof of canvassing will lead to the disqualification of applicants.
- No faxed, emailed and late applications will be considered.
- Correspondence will be limited with selected applicants.
- The Municipality reserves the right not to appoint in respect of the advertised posts; and
- Subsistence and Travelling (S&T) expenses MAY not be paid

Please apply by filling in the Application for Employment Form obtainable from our website: www.matatiele.gov.za (not Z83 form) or from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 27 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Code Driving Licence (where applicable) to:

FOR ATTENTION: THE GENERAL MANAGER - CORPORATE SERVICES DEPARTMENT

The General Manager: Corporate Services
Matatiele Local Municipality
102 Main Street
MATATIELE
4730

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

The appointment is made according to the Council conditions of service. Canvassing for this position will lead to disqualification of applications. Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof or found to have been involved in this practice, will be disqualified with immediate effect. The Municipality reserves the right to approve or decline the appointment.


MRS. N.Y. ZEMBE
ACTING MUNICIPAL MANAGER

Notice No :2025/2026-84

We urge all employees, urges all employees, members of Council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Human Resources Management and Development Unit.

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