



MATATIELE
LOCAL MUNICIPALITY

102 Main Street
Matatiele
P.O. Box 35
Matatiele, 4730
Tel: 039 737 3135
Fax: 039 737 3611

EXTERNAL VACANCIES
DATE 15 MAY – 29 MAY 2026
VACANCY NOTICE NO: 04/2025/26
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: INFRASTRUCTURE PLANNING AND DEVELOPMENT	
UNIT: ELECTRICAL SERVICES	
POSITION: MANAGER – ELECTRICAL SERVICES (REF NUMBER: MLM/INFRA/ES/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, • Bachelor's degree in Electrical engineering, BSc in Engineering (NQF Level 7) or a relevant qualification, • Computer Literacy – MS Office Applications. • Minimum of 5 year's relevant experience of which 3 years must be at supervisory level. • A valid driving license, • Registration with the Engineering Council of South Africa (ECSA), • Government Certificate of Competency. • Willingness and ability to work over and above the call of work and under pressure.
Knowledge	<ul style="list-style-type: none"> • Manage professional teams and complex electrical engineering functions.
Key Responsibilities	<ul style="list-style-type: none"> • Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans. • Define/ adjusting the key performance indicators, job design and role boundaries of against services delivery requirements. • Monitoring contractor performance against agreed term and conditions through ongoing interaction with site personnel, on-site inspections, etc and alerting the contractor to any acts of nonconformance and costs. • Monitoring the loading on the network through local measurements by analysing load pattern to identify potential problem circuits and recommend solutions. • Investigating incidents in the workplace by requesting a thorough investigation and report to ensure compliance with legislation. • Recommending consumer account adjustments to finance, by investigating consumption and readings that the accounts are adjust after metering dispute. • Responsible for personnel management and conducting of appraisals to measure performance of staff. • Draft budget, monitor and control electricity section budget expenditure. • Prepare monthly,

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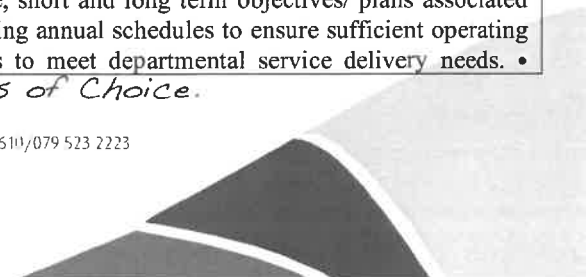
Electrical Services: 079 522 9770 Prepaid Sales: 079 523 322 Finance Office: 039 737 3565 Disaster and Fire: 039-2560610/079 523 2223
Police(SAPS): 039 7379904/9905 Water: 082 520 1476 Ambulance: 10177 Traffic: 079 522 9774

	quarterly and annual reports. • Perform any other duties that may be assigned by competent authority.
DEPARTMENT: CORPORATE SERVICES	
UNIT: ADMINISTRATIVE AND COUNCIL SUPPORT	
POSITION: COORDINATOR: SECRETARIAT SERVICES (REF NUMBER: MLM/COR/AS/002)	
Employment Term	Permanent
Task Grade	14
Basic Salary	R 508 373.52 – R 659 924.52 P. A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid, and Homeowner Allowance.
Advertisement Platforms	Provincial Newspaper, Local Newspaper, Municipal Website and Municipal Notice Boards
Minimum Requirements	• Matric / Grade 12 • A relevant 3-year tertiary qualification, preferably a National Diploma or Degree in Public Administration / Public Management / Management / Local Government Management or equivalent. • Minimum of 3 year's relevant administrative experience required. • Computer Literacy Office. • Code Driving Licence. • Willingness and ability to work over and above the call of work and under pressure.
Knowledge	• Performs tasks / activities associated with coordinating the logistical requirements for Council and Committee meetings..
Key Responsibilities	• Coordinates and executes operational plans and procedures associated with the provision of a quality and efficient service. • Prepares capital, operating estimates and controls expenditure against the approved budget allocation. • Coordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline. • Monitors the provision of secretariat support to various Committees and Sub Committees sittings within the Municipality. • Organizes administrative activities associated with preparation of documents and correspondence for circulation. • Disseminates technical/ operational information on outcomes, current developments, problems and constraints. • Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality. • Drafting the calendar of meetings for the Municipality, on an annual basis and forward to immediate Superior. • Consulting/communicating with different offices during the drafting of the annual Municipal calendar of meetings. • Guaranteeing that all ordinary council meetings and special council meetings are in the annual calendar of meetings are advertised in the newspaper. • Perform any other duties that may be assigned by competent authority.
DEPARTMENT: COMMUNITY SERVICES	
UNIT: PUBLIC AMENITIES AND EPWP	
POSITION: COORDINATOR: EPWP (REF NUMBER: MLM/COM/PA/EPWP/002)	
Employment Term	Three year fixed term contract
Task Grade	14
Total Remuneration Package	R 659 924.52 P. A
Advertisement Platforms	Provincial Newspaper, Local Newspaper, Municipal Website and Municipal Notice Boards
Minimum Requirements	• Matric/ Grade 12 • National Diploma in Public Administration/ Public Management/ Project Management/ Development Studies or any related qualification to the field (NQF Level 6). • Minimum of 3 year's relevant experience in administration. • Training certificate on EPWP Implementation from the department of Public Works and infrastructure will be an added advantage. • Valid Code driver's license. • Computer Literacy – MS Office Applications. • Willingness and ability to work over and above the call of work and under pressure.
Knowledge	• Knowledge of Local Government sector and applicable legislation. • Knowledge of the EPWP system.
Key Responsibilities	• Identifies and defines the immediate, short and long term objectives/ plans associated with EPWP. • Planning and programming annual schedules to ensure sufficient operating capacity and capability, and resources to meet departmental service delivery needs. •

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	Directs and controls outcomes associated with utilisation, productivity and performance of personnel within the section. • Implementing human resources policies and procedures to control/ regulate workplace conflict and/ or instituting corrective measures and consultation processed to address deviations from standards. • Manages and monitors specific procedural applications associated with the implementation of the EPWP to ensure its functionality and availability of information and resources. • Assists in the managing and implementation of financial controls/ procedures and provides information to support financial planning sequences. • Compiling monthly and quarterly reports on employment opportunities created. • Facilitate trainings for all EPWP beneficiaries. • Ensuring that attendance registers is complete on a daily basis and liaise with immediate superior regarding job allocations. • Perform any other duties that may be assigned by competent authority.
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UNIT: PUBLIC SAFETY

POSITION: ADMIN OFFICER – TRAFFIC SERVICES (REF NUMBER: MLM/CMS/PSU/006)

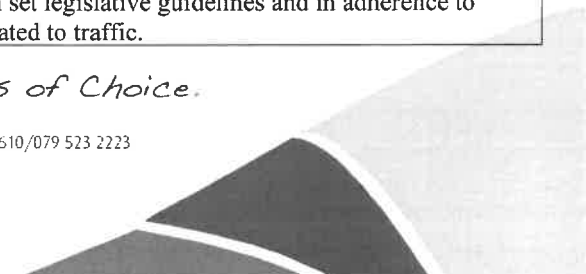
Employment Term	Permanent
Task Grade	10
Basic Salary	R 287 736.60 – R 373 502.52 P. A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Homeowner Allowance.
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
Minimum Requirements	• Matric/ Grade 12 • National Diploma in Public Administration/ Management or a relevant qualification. • A Valid Drivers' license will be added an advantage. • Computer literacy – MS Office Applications • Minimum of 2 years relevant experience. • Willingness and ability to work over and above the call of work and under pressure.
Knowledge	• To perform complex administration functions which require specialized knowledge.
Key Responsibilities	• Receiving Section 56 summons from Traffic Officers for processing. • Monitoring specific fields of the system, capturing and updating system records with respect to vehicle and drive registrations, offences, accidents, court outcomes, fines and payments. • Completing J78 control documents to be taken to court. • Preparing operational performance records referring to statistical data and qualitative information gathered. • Compiling reports indicating all the monthly activities of the section reflecting statistics on cars tested and traffic fines executed. • Monitoring the completion of instructional/ operational documentation (vehicle log sheets; overtime schedules; timesheets and claim forms) extracting information from activity lists and forwarding for approval and processing. • Processing procurement function through liaising with suppliers for quotations and the supply chain management to ensure goods are procured, received and distributed accordingly. • Maintain pound register • Perform any other duties that may be assigned by competent authority.

UNIT: PUBLIC SAFETY

POSITION: TRAFFIC OFFICER (REF NUMBER: MLM/CMS/PSU//017)

Employment Term	Permanent
Task Grade	09
Basic Salary	R 255 574.32 – R 331 758.57 P. A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Homeowner Allowance.
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
Minimum Requirements	• Matric/ Grade 12 • Basic Traffic training qualification attained. • Code EB driving licence. • Minimum of 2 year's relevant experience. • No criminal record (Fingerprints Results must be attached) • Firearm proficiency. • Willingness and ability to work over and above the call of work and under pressure.
Knowledge	• Operational execution of duties within set legislative guidelines and in adherence to applicable legislation and procedure related to traffic.

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Key Responsibilities	<ul style="list-style-type: none"> • Communicating with the control room and attending to traffic bottlenecks caused through accidents, breakdown or peak hour congestion. • Use hand signals to communicate with drivers and pedestrians, directing, diverting, stopping and controlling the flow. • Patrolling and observing the streets and suburban areas and identifying with non- conforming practices. • Communicating with the offender and/ or interacting with the control room or South African Police Services to facilitate arrest for more serious offences. • Coordinating the set- up of routine checks, providing guidelines to personnel, stopping vehicles and conducting inspection of driver licences, vehicle registration and roadworthiness requirements and/ or attending to specific infringement of road safety rules. • Participating in firefighting activities operating equipment and following instructions on the applications necessary to control the fire. • Recording the statements of witnesses and offenders and / or completing details of traffic offences/ contraventions prior to issuing the fines. • Executing laid down procedures to test and determine the functionality of equipment/ vehicles and reporting defects. • Perform any other duties that may be assigned by competent authority.
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DEPARTMENT: CORPORATE SERVICES

UNIT: ADMINISTRATIVE AND COUNCIL SUPPORT

POSITION: 2X GENRAL ASSISTANT (REF NUMBER: MLM/COR/AS/010)

Employment Term	Permanent
Task Grade	03
Basic Salary	R 132 228.00 – R 148 873.92 P. A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Homeowner Allowance.
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
Minimum Requirements	<ul style="list-style-type: none"> • Grade 9/ ABET Level 4 National Certificate. • Relevant experience in cleaning or housekeeping will be added advantage. • Willingness and ability to work over and above the call of work and under pressure.
Knowledge	<ul style="list-style-type: none"> • Operating cleaning material. • Tool and equipment storage.
Key Responsibilities	<ul style="list-style-type: none"> • Undertakes specific activities associated with the maintaining the cleanliness of Municipal buildings. • Cleans and attends to the storage and care of cleaning tools and material. • Serves managers, staff members and Councilors with refreshments/tea at tea breaks and during occasions. • Perform any other duties that may be assigned by competent authority.

UNIT: PUBLIC PARTICIPATION AND CUSTOMER CARE

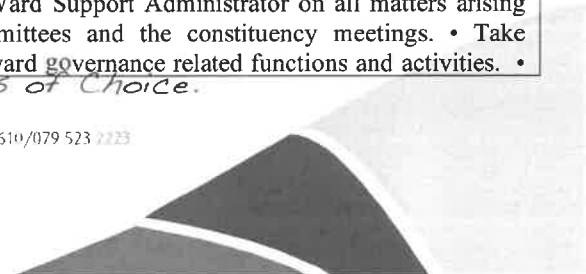
POSITION: WARD SUPPORT ASSISTANT (WARD 19) (REF NUMBER: MLM/COR/PP/004)

Employment Term	Term of Office of the Current Council
Task Grade	05
Total Remuneration Package	R 156 095.88 – R 183 362.64 P. A
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Homeowner Allowance.
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
Minimum Requirements	<ul style="list-style-type: none"> • Matric / Grade 12. • 0 – 2 years experience in secretarial support; relevant experience will be added advantage • Computer Literacy – MS Office Applications or experience in computer operations. • Experience in organising community meetings and minutes taking. • Fluency in English and vernacular languages. • Report writing skills in English. • Willingness and ability to work over and above the call of work and under pressure. <p>NB: application must be accompanied by a proof of residence within the jurisdiction of Matatiele Local Municipality.</p>
Knowledge	<ul style="list-style-type: none"> • Knowledge of general admin functions.
Key Responsibilities	<ul style="list-style-type: none"> • Coordinate all projects in his/ her respective ward. • Compile and keep up to date a database of all ward committee members in his/ her respective ward. • Compile an annual schedule of all ward committee meetings. • Draft agendas and minutes of all ward committee meetings. • Report to the Ward Support Administrator on all matters arising from the meeting of the ward committees and the constituency meetings. • Take responsibility of all arrangements for ward governance related functions and activities.

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Take charge or control of municipal assets within the ward. • Perform any other duties that may be assigned by competent authority.

Closing Date : 29 May 2026 @ 16H00

Enquiries should be addressed to the Acting Manager: Human Resources Management and Development Mrs. N.T. Bevu either by email @ NBevu@matatiele.gov.za or telephone (039) 737 8230

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.N. ZEMBE
ACTING MUNICIPAL MANAGER**

Notice No :2025/2026-127

We urge 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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