



Ditsobotla

Plaaslike Munisipaliteit Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

The Municipal Manager, 7 Civic Centre Dr Nelson Mandela Drive Lichtenburg 2740
Website: www.ditsobotla.gov.za Facebook: Ditsobotla Local Municipality X @DitsobotlaIm

Ditsobotla Local Municipality is inviting application from suitably qualified candidates for the below positions:

Post : Municipal Finance Management Internship Programme (MFMIP) x 3 positions

Remuneration: R100 000-00 P.A (all-inclusive and dependent on 24 months of internship)

Duration: 24 months

Requirements: A three year Bachelor's Degree or National Diploma with majors in Accounting, Economics, or Finance including either Risk Management and/or Auditing, among others. The intern will sign an internship agreement which is in addition to the employment contract. The purpose of the agreement is to ensure commitment to the programme which requires, amongst others, full participation in the educational and workplace assignments and observance must be between the ages of 21 and 35. Kindly note that failure to attach the required documentation will automatically disqualify your attention.

Internship Overview: The MFMIP is structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logic training sequence that builds on the skills and competencies acquired during University and Technikon training. It ends where appropriate, with the credits or a qualification in Municipal Finance management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007.

Post : PMU Data Capture

Nature of Employment : Permanent

Remuneration : R 270 000.00 per annum inclusive of benefits

Requirement : Grade 12 Secretarial Diploma or Equivalent, Computer literacy, Valid driver's licence. Two (2) years administrative experience and knowledge of the operation of MIG will be added advantage.

Key Performance Area : Provide secretarial and administrative services to the PMU. Responsible for maintaining the national monitoring database and capturing data regarding MIG, MIS, and EPWP MIS. Preparation of all necessary reports to the municipal and the relevant provincial and national departments.

Post : PMU Assistant Manager

Nature of Employment : Permanent

Remuneration : R541 499, 91 per annum inclusive of benefits.

Requirements: Matric/Grade 12, Bachelor Degree/B.Tech in Civil Engineering, Registration with ECSA as a Professional Technologist/Engineer(Added advantage), minimum of three years' experience in the civil engineering or built environment field, valid driver's licence and own car.

Key Performance Area : Knowledge of project management, Certificate of registration with relevant professional body, Knowledge of programmes of which 2 years should have been experience in project management, Computer literacy, 3-5 years' relevant experience, Valid driver's licence.

Responsibilities: Integrate, coordinate, project-manage and financially administer the MIG, Ensure project compliance with all applicable legislation, policies and conditions applicable to MIG, Conduct project performance and cash flows reviews, Liaise with the provincial and the Senior MIG Manager as well as other line function department through formal regular evaluation/progress meeting and ad hoc reports to COGTA as determined in applicable legislation or as required by the National MIG Unit, Manage the PMU team and their respective outputs, Take full responsibility for the management of the MIG and other municipal projects, Responsible for integrating and project managing MIG, INEP and other infrastructure programmes. Duties include ensuring project compliance with legislation, managing budgets/cash flow, and submitting monthly, quarterly, and annual reports to CoGTA

Post: PMU Civil Engineering Technician

Nature of Employment: Permanent

Remuneration: R422 746, 64 per annum inclusive of benefits.

Requirements: Matric/Grade 12, National Diploma or B Tech Degree in Civil Engineering. A minimum of 2-3 years relevant experience in construction project management. Local government experience is an added advantage. Registration with ECSA or relevant body will be an added advantage. Computer literate, good reporting and presentation skills, Valid Driver's licence (Code B).

Key Performance Area:

- Technical support and evaluation of proposed projects aligned with the Municipal IDP
- Development of business plans for purposes of sourcing funding from different funders
- Management and administration of projects in line with MIG/ WSIG/ RBIG and other funder's guidelines including the reporting requirements.
- Prioritization and identification of job creations by identifying labour- intensive projects in line with the EPWP guidelines.
- Ensure compliance of all legal aspects and conditions required from different spheres of government.
- Conduct site visits/ meetings to ensure compliance with contract and business plan conditions.
- Manage cash flow and commitment on project expenditure.

- Checking/ Verifying and development of tender documents and payment certificates.
- Verifying of claims, tenders, and monthly claim calculations.
- Verify payment certificates and preparation of monthly payment schedule documentation
- Maintain project performance data on national database.
- Assistance with other related municipal infrastructure programs.
- Sound skill in introducing / implementing labour-intensive methodology and development of SSME's where technically feasible

Post: Manager Electrical

Nature of Employment: Permanent

Remuneration: Post level 1 R 824 326-28 per annum excluding service benefits)

Requirements: Relevant Degree or B Tech or National Diploma in Electrical Engineering or relevant NGF Level 7 qualification. Certificate of Compliance as per Occupational Health and Safety Act 85 of 1993, Registered as an Electrical Engineer at a professional body will serve as advantage, Minimum five (5) years of which two years must be within municipal environment the related fields, Computer Literacy and Driver's license. Excellent communication and negotiation skills. Excellent planning and organizing skills. Ability to work in a pressurised environment and dealing tactfully with role players. Excellent knowledge of Electrical regulations, procedures and policies.

Key Performance Areas :

- Manage and control the key performance and result indicators associated with the provisioning and maintenance of electrical infrastructure servicers and water/waste water pump stations.
- Ensure that the Unit comply with applicable legislation, Disseminate information and guidance with relation to performance management of the human capital of the Unit.
- Keeping abreast of the electrical trends, legislative changes and technological developments in rehabilitation and maintenance of Electrical infrastructure servicers and mechanical plant (Water/Waste water pump stations).
- Preparing / approving drawings , designs and cost estimates for minor new works and , monitoring the implementation sequence thereof;
- Evaluating interventions and/ or the design and construction of electrical network Engineering infrastructure contemplated or affected through external sources and, providing comments on constraints / applicability with regards to ongoing maintenance.
- Prioritizing specific projects to achieve targets on electricity provision.
- Aligning proposals to comply with reconstruction and development requirements and guidelines.

- Participating in the appointment process and briefing parties (consultants / tenders and verifying details, terms and condition, specifications, etc comply with laid policy regulations and procedures.
- Monitoring contract performance against agreed terms and conditions though ongoing interaction with site personnel, on-site inspections, etc. and alerting the Contractor to any acts of non-conformance:
- Resolving technical conflicts and contractual claims and preparing the necessary reports presenting councils arguments at arbitration.
- Developing implementing and keeping updates strategies, procedures, process and standards to control energy losses within acceptable level.
- Ensure accuracy of information sent to the Budget and Expenditure department for electricity billing.
- Ensure that metering and electricity customer information is accurate, updated and stored in a reliable system.
- Ensure vending system information is kept accurate and updated.

Kindly submit a detailed CV together with a prescribed application form and relevant valid certificates and documents to the attention of Manager: Human Resources or alternatively electronically apply via physical submission at **Civic Centre Cnr Nelson Mandela & Transvaal Street Lichtenburg 2740**: Ditsobotla Local Municipality (human resources office). No faxed, email and late applications will be accepted.

Please note that the following can lead to disqualification:

1. **Canvassing of Councillors**
2. **Submission of fraudulent qualification and/or documents**

Enquiries: Mr Johannes Letsogo, 0716777771,

CLOSING DATE : 12 May 2026



MR O.T. Bojesinyane
Municipal Manager

Date : 20/04/2026



Mr Kopung Ralinkontsane
National Cabinet Representative

Date : 20/04/2026