

Civic Centre  
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Mbombela 1201  
Republic of South Africa



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City of Mbombela, a Category 7 Municipality with its seat in Mbombela hereby invites applications from suitable qualified candidates who are committed, self-driven, motivated, service delivery oriented and high performance professional/practitioners for the position in the following departments:

**DEPARTMENT: CITY PLANNING AND DEVELOPMENT**

**1 X GENERAL MANAGER CITY PLANNING AND DEVELOPMENT (HEAD OFFICE)  
REF: GMCP&D/HO/001 (PERMANENT)**

**DURATION:** Permanent. The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest.

**REMUNERATION:** The remuneration package will be in accordance with the Gazette no; 47538 of 18 November 2022 on the determination of Upper limits of total remuneration payable to Municipal Managers and Managers directly accountable to Municipal Managers.

Minimum: R1 374 513.00 Midpoint: R1 620 698.00 Maximum: R1 904 319.00

**REQUIREMENTS AND EXPERIENCE:**

A Bachelor of Science Degree in Building Sciences/ Architect / Bachelor Degree in Town and Regional Planning or Development Studies or equivalent. Computer literacy and a valid driving license. Should be a South African or permanent resident of RSA. A minimum of 5 years at middle management level and have proven successful Professional Development/Town and Regional Planning experience. Compliance with the Municipal Systems Act minimum competency requirements and MFMA minimum competency requirements under Government Gazette no 29967, dated 15 June 2007 is essential.

**KEY PERFORMANCE AREAS:**

Manage and Facilitate land use planning processes, process approval requests of building plans, render CWP programs, plan for settlement control and development (housing, services etc.), manage land use planning and control in settlement areas, plan for social housing projects, develop spatial development framework and precinct plans, provide GIS services to the Municipality for improving planning and policy/project cycle management, manage and coordinate acquisition and disposal of Council properties. Provide advice and assistance to the Accounting Officer/City Manager on all matters relating, but not limited to powers and functions assigned and delegated in terms of the MFMA, Municipal Systems Act as amended, Municipal Structures Act and other relevant legislations. Compile and submit quarterly and

annual performance reports. Compile and manage departmental budget in line with Council's, MFMA and SCM requirements.

**KNOWLEDGE:**

Extensive and practical sound knowledge of the Local Government legislation, procedures and institutional governance systems, Budget and Financial Management, Policy development and management, Strategic planning and implementation, Projects and programme management, Monitoring and evaluation of projects including reporting on the SDBIP. Understanding and knowledge of IDP, Performance Management Systems, Budget processes and SCM regulations, Council operations, Delegation of powers. Extensive experience in community facilitation and networking.

**CORE COMPETENCIES:**

Strategic direction and leadership, People Management, Program and Project management, Financial management, Change and governance Leadership. Planning and organising, Analysis an innovation, Knowledge and information management, Communication and presentation skills, Results and Quality focus.

**2 X LAND USE CONTROL OFFICER (HEAD OFFICE)**

**REQUIREMENTS & COMPETENCIES:** Grade 12 plus National Diploma in Town & Regional planning; valid driving license with atleast 2 years relevant experience municipal environment.

**RESPONSIBILITIES:** Drafting and issuing of notices and summonses to offenders instructing the ceasing of illegal land users/ compliance with the relevant conditions. Providing written feedback to complainants regarding the progress of cases. Attending to telephonic enquiries and recording details of enquiries and/ or messages and forwarding for attention of the immediate superior upon availability and/ or communicating routine information to the enquirer. Applying specific sequences associated with initiating and completing electronic back-up of information and/ or referencing source documentation, reports and/ or instructions using alpha-numeric sequential codes, to facilitate retrieval. Completing details/ information on statutory notices indicating non-compliance to specific codes and regulations, forwarding for approval prior to serving on offenders.

**SALARY SCALE: R 417 261.42 – R 541 619.21 per annum (TASK GRADE 12)**

**1 x TOWN PLANNING ASSISTANT (HEAD OFFICE)**

**REQUIREMENTS:** Grade 12 plus National Diploma in Town and Regional Planning from a recognised tertiary institution with atleast 2 years' experience in Local Government. Planning Law, Environmental Management and Environmental Law is required. Code 08 driver's license. Computer literacy (Windows, Allycad). Must have good communication and administrative skills.

**RESPONSIBILITIES:** Implementation of municipal town planning policies, advising investors and applicants on development matters. Investigate land use rights, process land use development applications. Capturing and distributing applications on the Town Planning Electronic Approval System. Execute site visits, Assessing need and desirability of applications. Investigate complaints i.e. illegal uses, issuing legal

notices. Comment on EIA applications, Representative of Council on EIA matters, Environmental Management System.

**SALARY SCALE: R469 763, 21 – R609 804.13 per annum (TASK GRADE 13)**

**DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND TOURISM**

**1 X GENERAL MANAGER LOCAL ECONOMIC DEVELOPMENT (HEAD OFFICE)  
REF: GMLED/HO/001 (PERMANENT)**

**DURATION:** Permanent. The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest.

**REMUNERATION:** The remuneration package will be in accordance with the Gazette no; 47538 of 18 November 2022 on the determination of Upper limits of total remuneration payable to Municipal Managers and Managers directly accountable to Municipal Managers.

Minimum: R1 374 513.00 Midpoint: R1 620 698.00 Maximum: R1 904 319.00

**REQUIREMENTS AND EXPERIENCE:**

A Bachelor's degree in Economics/ Development Studies or equivalent. Computer literacy and a valid driver's license. Should be a South African or permanent resident of RSA. A minimum of at least 5 years relevant work experience at middle management level in Economic Planning and Development, ideally within large/public sector organisations in particular municipalities. Compliance with the Municipal Systems Act minimum competency requirements and MFMA minimum competency requirements under Government Gazette no 29967, dated 15 June 2007 is essential.

**KEY PERFORMANCE AREAS:**

Lead the entire Economic Planning and Development Department. Provide advice and assistance to the Accounting Officer/City Manager on all matters relating, but not limited to powers and function assigned and delegated in terms of the MFMA, Municipal Systems Act as amended, Municipal Structures Act and other relevant legislation. Lead and control various line functions within the Departments, such as LED, CWP, Business Regulations, Tourism, Rural Planning, Traditional Affairs and Agriculture. Provide support to SME developments projects and Political Office bearers. Coordinate the contributions of government departments, state entities and civil society to effect economic development; improve alignment between economic policies, strategies and plans of the district and local Municipalities and other spheres of government, implement political and economic objectives and mandates; and promote the Municipality's goal of advancing economic development via the creation of decent work opportunities. Compile and submit quarterly and annual performance reports. Compile and manage departmental budget in line with Council's, MFMA and SCM requirements.

**KNOWLEDGE:**

Extensive and practical sound knowledge of the Local Government legislation, procedures and institutional governance systems, Budget and Financial

Management, Policy development and management, Strategic planning and implementation, Projects and programme management, Monitoring and evaluation of projects including reporting on the SDBIP. Understanding and knowledge of IDP, Performance Management Systems, Budget processes and SCM regulations, Council operations, Delegation of powers. Extensive experience in community facilitation and networking.

**CORE COMPETENCIES:**

Strategic direction and leadership, People Management, Program and Project management, Financial management, Change and governance Leadership. Planning and organising, Analysis an innovation, Knowledge and information management, Communication and presentation skills, Results and Quality focus.

**DEPARTMENT: OFFICE OF THE CITY MANAGER**

**1 X SENIOR MANAGER (SPECIAL SERVICES): OFFICE OF THE CITY MANAGER (HEAD OFFICE)**

**REQUIREMENTS AND COMPETENCIES:** An appropriate B Degree applicable in Local Government / Management / equivalent with strong Project Implementation and Management plus a minimum of 5-10 years of experience at a Management level preferably in local government environment.

**RESPONSIBILITIES:** Manage and deal with all Project preparation for funding, Monitoring and evaluation of infrastructure projects, Assist the City Manager in management of grant funded and all other projects, Liaise with stakeholders as and when necessary, Reporting, Conduct site visits to projects, Prepare service delivery reports, Coordination of flagship programmes

**SALARY SCALE: R 830 014, 93 – R1 077 434 77 per annum (TASK GRADE 17)**

**DEPARTMENT: TECHNICAL SERVICES**

**1 X SENIOR MANAGER-ELECTRICITY PLANNING AND DEVELOPMENT**

**REQUIREMENTS AND COMPETENCIES:** Grade 12 plus B Degree/B Tech in Electrical Engineering and Project Management Certificate with atleast 7 years' experience in a relevant field. Must be in possession of code B driver's license. Understanding of Municipality policies, processes and legislation is essential.

**RESPONSIBILITIES:** Ensuring that Electrical Master Plan is updated. Planning and budgeting for infrastructure upgrades to continuously meet power demand.

Participating in Supply Chain Management processes so as to ensure successful project implementation. Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments business and strategic plans. Presenting a conceptual framework of current and future interventions necessary to achieve acceptable levels and standards of service delivery to the General Manager. Identifying technical/non-technical skills gap within the department and completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities. Communicating with the council's financial section on audit findings and recommendations and institutes the necessary investigational or corrective measures. Monitoring contractor performance against agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc. and alerting the contractors to any acts of non-conformance. Resolving technical conflicts and contractual claims and preparing the necessary reports presenting councils arguments at arbitration. Ensure compliance with all relevant legislation, regulations, policies and procedure and application of software-based design and analysis tools.

**SALARY SCALE: R 830 014, 93 – R1 077 434 77 per annum (TASK GRADE 17)**

**DEPARTMENT: CORPORATE AND SUPPORT SERVICES**

**1 X SENIOR MANAGER-PUBLIC AND STAKEHOLDER PARTICIPATION & PETITION**

**REQUIREMENTS AND COMPETENCIES:** Grade 12 plus Degree in Public Administration or Development / Community Studies with atleast 7 years relevant experience in the field. The incumbent must have an in depth application of the principles, systems and regulations associated with specific acts of Local Government and broader policy regulations.

**RESPONSIBILITIES:** Planning the delivery of overall Public Participation and Petitions as well as Office of the Speaker delivery activities in line with the Council's strategic priorities and objectives. Communicating with the General Manager on specific Key Performance Areas for Public Participation and Petitions as well as Office of the with a view to aligning functions and service delivery objectives against the capacity and capability of the Division. Defining/ adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory financial regulations referring to good and accountable financial management and governance. Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements. Analyzing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period and, consolidating the Division's operating and capital budget. Identifying the financial needs of the Speaker's office and those of the Public and Stakeholder Participation and Petition Division. Managing the appropriate application of internal controls and procedures related to the functions and ensuring continuous improvement of controls and processes. Attending to Council committees,

or any other relevant Committee or any other committee in order to give advice and guidance regarding meeting procedures and applicable rules, laws and regulations. Participating in various meetings (council, internal and external forums) and provides comments/ opinions on matters affecting or concerning the functionality. Participating in meetings and providing information on specific revenue processes and procedures.

**SALARY SCALE: R 830 014, 93 – R1 077 434 77 per annum (TASK GRADE 17)**

**CLOSING DATE & TIME: 31 March 2023 @16h00**

If you qualify for the above positions send your application in conjunction with your comprehensive curriculum vitae, identity document as well as certified copies of certificates to:

Senior Manager: Human Resources,  
City of Mbombela,  
P.O. Box 45,  
Mbombela  
1200

Hand delivered to;  
1 Nel Street,  
Civic Centre,  
Mbombela,  
Glass Office 1, 3<sup>rd</sup> Floor.

**NB: All applications for General Managers positions should be accompanied by the compulsory application form (Annexure C) which is obtained from the City of Mbombela website ([www.mbombela.gov.za](http://www.mbombela.gov.za))**

Enquiries can be directed to Human Resources Division: (013 759 2095/9145/9970/9037).  
No late, faxed or emailed applications will be considered.

NB: Shortlisted candidates will be subjected to suitable checks including qualifications, employment records, criminal records, company ownership/directorship, reference check and must be prepared to undergo competency assessment.

Should you have not been contacted for an interview within 30 days after closing date you may assume that your application was unsuccessful.

**THE CITY OF MBOMBELA SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION AND IN THIS VAIN, SUITABLY QUALIFIED WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY.**

**WJ KHUMALO  
CITY MANAGER**