

**BOJANALA PLATINUM  
DISTRICT MUNICIPALITY**

**REF: CSS-05/24/25**

**EXTERNAL/INTERNAL VACANCY**

Bojanala Platinum District Municipality has a vacancy for a suitably qualified, highly motivated and dynamic person to perform functions within Corporate Support Services of the Municipality. Apart from specific skills for positions, it will be expected of the applicants to have knowledge of Corporate Governance Principles, Local Government and other Government Spheres as well as interpretation of all relevant legislation, ordinances and regulations as well as Batho Pele Principles.

**DIRECTORATE: CORPORATE SUPPORT SERVICES**

**ICT TECHNICIAN  
(PERMANENT)**

**Salary: R 650 103.86 per annum (LEVEL 3) (excluding benefits)**

**Requirements**

- Grade 12
- 3 years qualification in IT Technicians, Computer science or Software Engineering
- Computer Literacy including MS Excel, PowerPoint and MS Word.
- 3-5 years relevant experience.

**Key responsibilities**

- Provide hardware in the municipality and ensure that new and used hardware is well maintained.
- Prepares and coordinates sending equipment out for repairs and collections to enable smooth running of municipalities.

- Perform all functions required to prepare and install microcomputers and relevant equipment for the municipality, including connections the data communications.
- Responsible for installation and configuring of new and existing applications soft e.g. (MS Office, Acrobat reader, antivirus, etc.).
- Attend to all queries relating to software and hardware problems and respond rapidly towards those queries.
- Responsible for adding and removing user's from the municipalities user access accounts.
- Responsible for helping users to manage their users access passwords

All applications must be submitted with a detailed CV (including the names and email address of three references from current and previous employers), Certified copies of qualifications and ID document, accompanied by a fully completed official application form accessible from the municipal website or the Human Resources Department. Couriered or hand delivered to Directorate: Corporate Support Services, Unit: Human Resources, 49 Heystek Street , Records Office no 14 Office, Rustenburg.

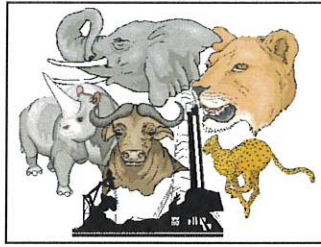
Enquiries should be made to the Human Resources Unit at telephone no (014) 523 5053 and (014) 523 5019

Please note that no application without certified copies of qualifications and other relevant documents will be considered. Bojanala Platinum District Municipality as an employer applies employment equity and equal opportunity to all applicants. Kindly consider your application as unsuccessful if not contacted within three months.

**Applications by fax or email will not be accepted.**

**CLOSING DATE: 21 FEBRUARY 2025**

  
\_\_\_\_\_  
**DR. A.J. MOYHUPI**  
**ACTING MUNICIPAL MANAGER**



**BOJANALA PLATINUM  
DISTRICT MUNICIPALITY**

**REF: CSS-04/24/25**

## **EXTERNAL/INTERNAL VACANCY**

Bojanala Platinum District Municipality has a vacancy for a suitably qualified, highly motivated and dynamic person to perform functions within Corporate Support Services of the Municipality. Apart from specific skills for positions, it will be expected of the applicants to have knowledge of Corporate Governance Principles, Local Government and other Government Spheres as well as interpretation of all relevant legislation, ordinances and regulations as well as Batho Pele Principles.

**DIRECTORATE: CORPORATE SUPPORT SERVICES**

**MANAGER: ADMINISTRATION  
(PERMANENT)**

**Salary: R 754 089.17 per annum (Level 2A) (excluding benefits)**

### **Requirements**

- A relevant 3-year tertiary qualification in Public Administration (National Diploma or Bachelor's degree)
- 8 years or more relevant experience of which 2 years must be at supervisory level
- Driver's license
- Computer literacy: MS Office

### **Key responsibilities**

- Full range of administrative knowledge in the management of a function;
- Manages administrative and clerical staff;
- Knowledge of Archive Act;

- Legal advice to the municipality and council on all local government matters; Council Secretariat Unit and receptionists;
- Create optimal and efficient utilization of Council resources i.e archiving secretarial services and general administration;
- Prepares, manages and monitors the capital and operational budget of the administration unit;
- Oversees the development and implementation of strategic and operational policies in the administration;
- Effective support to Council and its committees;
- Ensure effective use of municipal vehicles by managing the fleet management of the municipality;
- Writing Reports;
- Manage employess;

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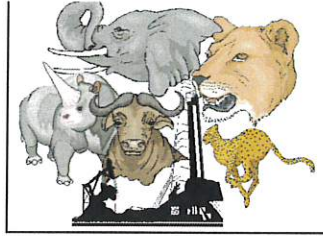
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**CLOSING DATE: 21 FEBRUARY 2025**



**DR. A.J. MOTHUPI**  
**ACTING MUNICIPAL MANAGER**



**BOJANALA PLATINUM  
DISTRICT MUNICIPALITY**

**REF: CSS-03/24/25**

## **RE-ADVERTISEMENT**

### **EXTERNAL/INTERNAL VACANCY**

Bojanala Platinum District Municipality has a vacancy for a suitably qualified, highly motivated and dynamic person to perform functions within Corporate Support Services of the Municipality. Apart from specific skills for positions, it will be expected of the applicants to have knowledge of Corporate Governance Principles, Local Government and other Government Spheres as well as interpretation of all relevant legislation, ordinances and regulations as well as Batho Pele Principles.

#### **DIRECTORATE: CORPORATE SUPPORT SERVICES**

#### **HUMAN RESOURCE ADMINISTRATION OFFICER **(PERMANENT)****

**Salary: R 416 279.73 per annum (Level 07) (excluding benefits)**

#### **Requirements**

- A relevant 3-year tertiary qualification in Human Resources Management or related field
- 2- 5 years relevant experience required
- Driver's license

#### **Key responsibilities**

- Coordinate the implementation of recruitment and selection procedures;
- Compile all interview reports
- Processing and updating Human Resources Information System;
- Applying specific statutory and procedural sequences on engagement of successful candidates;

- Coordinate leave administration in accordance with the leave policy and condition of services;
- Coordinate the administration of Council Employee Benefits schemes in accordance with specific policies and legislation;
- Required to travel to employee in satellite office to update them regarding new developments concerning employee benefits (pension funds, medical aids etc)
- Coordination of accommodation for new employees;
- Respond to audit queries;
- Monthly Reports;

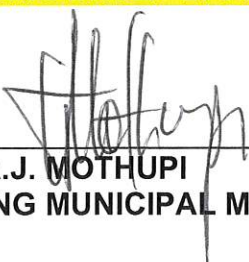
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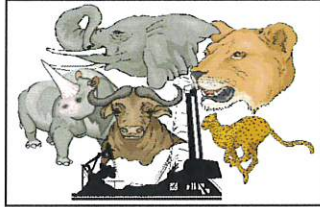
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**CLOSING DATE: 21 FEBRUARY 2025**



DR. A.J. MOTHUPI  
ACTING MUNICIPAL MANAGER



**BOJANALA PLATINUM  
DISTRICT MUNICIPALITY**

**REF: CSS-01/24/25**

**EXTERNAL/INTERNAL VACANCY**

Bojanala Platinum District Municipality has a vacancy for a suitably qualified, highly motivated and dynamic person to perform functions within Corporate Support Services of the Municipality. Apart from specific skills for positions, it will be expected of the applicants to have knowledge of Corporate Governance Principles, Local Government and other Government Spheres as well as interpretation of all relevant legislation, ordinances and regulations as well as Batho Pele Principles.

**DIRECTORATE: CORPORATE SUPPORT SERVICES**

**COUNCIL SECRETARIAT**

**(PERMANENT)**

**Salary: R367 682.74 per annum (Level 08) (excluding benefits)**

**Requirements**

- Grade 12
- A relevant tertiary qualification will be added as an advantage.
- Computer literacy: MS Office
- 2 years' relevant experience required.

**Key responsibilities**

- Secretarial support to all Portfolios Committees and Sub-committees
- Minutes taking
- Ensuring that reports received from Departments are in line with the approved procedure manual of the Council Committees;
- Compile reports and ensure that they are signed by relevant chairperson of the meeting;
- Ensuring that the notice of meeting is signed by the relevant chairperson;

- Booking of Venue for meetings;
- Professionally compile Agendas
- Ensuring that Agendas and documents of meetings are circulated to relevant councilors and Officials on time as per the Council rules of order;
- Communicate with members to confirm attendance;
- Checking of the venue before and after of meetings to ensure that the meeting equipment are in order (e.g.: Overhead projector, recording devices, laptops, refreshments, attendance registers, traveling and subsistence claim forms for attendees)
- Ensuring that minutes are signed by the chairperson

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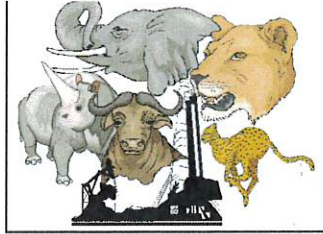
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**DR. A.J. MOTHUPI**  
**ACTING MUNICIPAL MANAGER**





**BOJANALA PLATINUM  
DISTRICT MUNICIPALITY**

**REF: CSS-06/24/25**

**INTERNAL / EXTERNAL VACANCY**

Bojanala Platinum District Municipality has a vacancy for a suitably qualified, highly motivated and dynamic person to perform functions within Corporate Support Services of the Municipality. Apart from specific skills for positions, it will be expected of the applicants to have knowledge of Corporate Governance Principles, Local Government and other Government Spheres as well as interpretation of all relevant legislation, ordinances and regulations as well as Batho Pele Principles.

**DIRECTORATE: CORPORATE SUPPORT SERVICES**

**GENERAL WORKER- x 6**

**(3x RUSTENBURG OFFICES, 1x KGETLENG RIVIER MUNICIPAL HEALTH & FIRE STATION OFFICES, 1x MOGWASE MUNICIPAL HEALTH), x1 MADIBENG OFFICES)  
(PERMANENT)**

**Salary: R138 147.00 per annum (Level 15) (Excluding benefits)**

**Requirements**

- Grade 10 or ABET
- 1 – 2 Years proven cleaning experience;
- Physically sound and healthy;
- Be able to use cleaning machines, materials and equipment;
- Be able to work after normal working hours and planned overtime;
- Good verbal and written communication skills;
- Ability to work well in a team;

## **Key responsibilities**

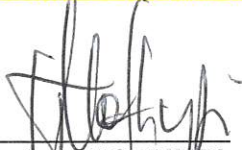
- Cleaning of facilities offices, kitchen, toilets, passages, waiting areas, external areas such as entrance, parking lots using manual brooms & power brooms rakes shovels and other equipment to remove dirt, leaves or other refuse/waste and washing utensils;
- Maintain the cleanliness of municipal properties and infrastructure;
- Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.
- Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts
- Preparing and cleaning of boardrooms and council chambers for relevant meetings, polishing/dusting of furniture, cleaning computers, phones, clean/wash
- Perform internal messenger functions as an when required by the immediate supervisor;
- Assisting with the loading and unloading of materials and equipment;

All applications must be submitted with a detailed CV (including the names and email address of three references from current and previous employers), Certified copies of qualifications and ID document, accompanied by a fully completed official application form accessible from the municipal website or the Human Resources Department. Couriered or hand delivered to Directorate: Corporate Support Services, Unit: Human Resources, 49 Heystek Street, Records Office no 14 Office, Rustenburg. Enquiries should be made to the Human Resources Unit at telephone no (014) 523 5053 and (014) 523 5019

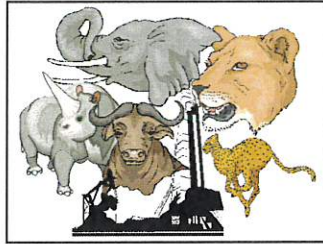
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**CLOSING DATE: 21 FEBRUARY 2025**



**DR. A.J. MOTHUPI  
ACTING MUNICIPAL MANAGER**



**BOJANALA PLATINUM  
DISTRICT MUNICIPALITY**

**REF: CSS-02/24/25**

**EXTERNAL/INTERNAL VACANCY**

Bojanala Platinum District Municipality has a vacancy for a suitably qualified, highly motivated and dynamic person to perform functions within Corporate Support Services of the Municipality. Apart from specific skills for positions, it will be expected of the applicants to have knowledge of Corporate Governance Principles, Local Government and other Government Spheres as well as interpretation of all relevant legislation, ordinances and regulations as well as Batho Pele Principles.

**DIRECTORATE: CORPORATE SUPPORT SERVICES**

**DRIVER MESSENGER  
(PERMANENT)**

**Salary: R 166 418.80 per annum (Level 14) (excluding benefits)**

**Requirements**

- Grade 12
- Driver's license code C, plus a PDP;
- Minimum of 2 years relevant experience

**Key responsibilities**

- Driving of Councillors and Officials to different destinations (eg: Meetings, airports or various provinces for official duties)
- Delivering of documents
- Vehicle Pre-inspection

- Perform internal messenger functions as an when required by the immediate supervisor;
- Assisting with the loading and unloading of materials and equipment;
- Handle delivery and collection of mail;
- Maintain accurate records of deliveries;
- Complete vehicle logbook and ensures that all journeys undertaken are authorized by supervisor;
- Ensures the safety of passengers and vehicles at all times when duty;
- General support as instructed by logistics officer, manager or head of Corporate Services;

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**ACTING MUNICIPAL MANAGER**



**BOJANALA PLATINUM  
DISTRICT MUNICIPALITY**

**REF: BTO-01/24/25**

**EXTERNAL/INTERNAL VACANCY**

Bojanala Platinum District Municipality has a vacancy for a suitably qualified, highly motivated and dynamic person to perform functions within Budget & Treasury Office of the Municipality. Apart from specific skills for positions, it will be expected of the applicants to have knowledge of Corporate Governance Principles, Local Government and other Government Spheres as well as interpretation of all relevant legislation, ordinances and regulations as well as Batho Pele Principles.

**DIRECTORATE: BUDGET & TREASURY**

**CREDITORS MANAGEMENT OFFICER  
(PERMANENT)**

**Salary: R 416 279.73 per annum (Level 07) (excluding benefits)**

**Requirements**

- Grade 12
- 3 years tertiary qualification that is Finance related (B Degree or National Diploma)
- Computer Literacy including MS Excel, PowerPoint and MS Word
- Minimum of 3 years experience in finance
- A National Treasury MFMA Municipal Minimum Competency will be added as an advantage

**Key responsibilities**

- To check the budget allocation
- To ensure that before payment, all SCM processes are complied with,

- Attend to clearance of supplier queries.
- Ensure payment within 30 days and monitor age analysis.
- To perform monthly creditors reconciliation; distinguish between operational and capital budgets.
- To provide AFS and audit support
- Ability to interpret and apply policies and other prescripts.

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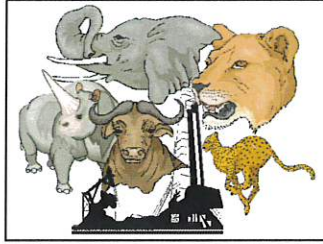
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**DR. A.J. MOTHUPI**  
**ACTING MUNICIPAL MANAGER**



**BOJANALA PLATINUM  
DISTRICT MUNICIPALITY**

**REF: BTO-02/24/25**

**EXTERNAL/INTERNAL VACANCY**

Bojanala Platinum District Municipality has a vacancy for a suitably qualified, highly motivated and dynamic person to perform functions within Budget & Treasury Office of the Municipality. Apart from specific skills for positions, it will be expected of the applicants to have knowledge of Corporate Governance Principles, Local Government and other Government Spheres as well as interpretation of all relevant legislation, ordinances and regulations as well as Batho Pele Principles.

**DIRECTORATE: BUDGET & TREASURY**

**SUPPLY CHAIN MANAGEMENT OFFICER x4  
(PERMANENT)**

**Salary: R 416 279.73 per annum (Level 07) (excluding benefits)**

**Requirements**

- Grade 12
- 3 years tertiary qualification in Supply Chain or finance related (B Degree or National Diploma)
- Computer Literacy including MS Excel, PowerPoint and MS Word
- Minimum of 3 years' experience in finance
- Must have National Treasury MFMA Municipal Minimum Competency
- A National Treasury MFMA Municipal Minimum Competency will be added as an advantage



### **Key responsibilities**

- Implement BPDM procurement
- Procurement planned.
- Monitoring of expenditure done.
- Procurement reporting done.
- Contribute towards the improvement of current policies
- Acquisition Management FFQ Process.
- Provide general supply chain administration support.
- Tender management process
- Handle contract management, procurement, Inventory management, logistics and collaboration

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**CLOSING DATE: 21 FEBRUARY 2025**

  
DR. A. J. MOTHUPI  
ACTING MUNICIPAL MANAGER



**BOJANALA PLATINUM  
DISTRICT MUNICIPALITY**

**REF: FMG-03/24/25**

**EXTERNAL/INTERNAL VACANCY**

Bojanala District Municipality has vacancies for a total of five (5) suitably qualified, highly motivated and dynamic interns within the Directorate–Budget and Treasury. Apart from specific requirements for the internship programme, it will be expected of the applicants to have knowledge of Corporate Governance Principles, Local government legislations and Regulations.

**DIRECTORATE: BUDGET AND TREASURY**

**FMG INTERNSHIP X 5**

**24 months (2 years)**

**Stipend: R100 000 per annum**

**Requirements**

- Grade 12 Certificate
- Degree or Diploma with major concentration in Economics/Accounting/Finance /Internal Audit & Risk Management.
- Computer Literacy: MS Office – knowledge in Excell will be an added advantage.

**Key responsibilities of the internship programme will cover:**

- Budget compilation, implementation and reporting
- Supply Chain Management
- Expenditure Management
- Asset Management
- Accounting and Risk Management
- Governance and Legislation
- People Management

Enquiries should be made to: The HR Admin Officer on Tel: (014) 523 5053. Interested candidates should send an application form (Annexure C) accompanied by a comprehensive CV with certified copies of qualifications and ID document to: The Acting Director-Corporate Support Services, Bojanala Platinum District Municipality, P.O. Box 1993, Rustenburg, 0300 or hand delivery to the Human Resources Office at 49 Heystek Street, Rustenburg.

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**IF YOU ARE NOT CONTACTED WITHIN SIX WEEKS AFTER THE CLOSING DATE OF THE APPLICATION, YOU MUST REGARD YOUR APPLICATION AS UNSUCCESSFUL. PLEASE DO NOT SEND ORIGINAL DOCUMENTS.**

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**NB:** This advert is meant for potential candidates within the Bojanala District jurisdiction.

**CLOSING DATE: 21 FEBRUARY 2025**

  
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**DR. A.J. MOTHUPI**  
**ACTING MUNICIPAL MANAGER**