

Office of the Municipal Manager



**Bojanala Platinum
District Municipality**

**Enq: Ms T Melamu
Tel: 014 523 5019**

19 January 2026

EXTERNAL/INTERNAL VACANCIES

Bojanala Platinum District Municipality is advertising 13 vacancies for a suitably qualified, highly motivated and dynamic person to perform functions within the Municipality. Apart from specific skills for these 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	REFERENCE	POSITION	SALARY NOTCH	REQUIREMENTS	RESPONSIBILITIES
Budget & Treasury Office (BTO)	BTO-02/25/26	1. Manager: SCM	R803 755.00 per annum (Level 2a)	A relevant 3-year tertiary qualification preferably in SCM/Logistics/Procurement/ Accounting (National Diploma or bachelor's degree); 8 years or more relevant	Identifies and defines the immediate, short and long term objectives/ plans associated with the Supply Chain functionality; Manages and controls outcomes associated

				<p>experience covering all aspects of all the relevant SCM processes of which 2 years must be at supervisory level; Code 08 Driver's license; Computer literacy: MS Office. MFMP will be added as advantageous.</p>	<p>with utilization, productivity and performance of personnel within the functionality; Prepares capital and operating estimates and controls contract expenditure against the approved budget allocations; Disseminates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints; Overseeing the tendering procedure; managing the BID committee system; and ensuring all procurement practices affairs, equitable, and transparent; Addressing internal and external audit quires and findings related to SCM and submitting monthly SCM and procurement reports to CFO.</p>
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	BTO-01/25/26	2. Asset Accountant	R 540 957.00 per annum (Level 5)	Grade 12; A relevant post matric qualification, preferably National Diploma / B-Degree in Property Asset Management / Finance /Property valuation.; 5–8 years relevant experience required. Code 08 Driver's license; Computer literacy: MS Office. MFMP will be added as advantageous	Compliance with Asset Policy; Insurance Reporting; Asset Register Maintenance; Asset Register Reconciliation; Reporting Lost/Stolen Assets; Reporting Obsolete/Redundant Stock; Annual Asset Count; Barcode Verification; Asset Movement Monitoring
	BTO-03/25/26	3. Senior Salary Officer	R 443 688.00 per annum (7)	A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject; 2-5 years' relevant experience require; Code 08 Driver's license; Computer literacy: MS Office. MFMP will be added as advantageous	Identifying and planning objectives associated with the provision and maintenance of the financial information management systems operating platform; Coordinates the implementation of specific procedures, systems and controls to guide

					<p>implementation, user interface and system applications;</p> <p>Controls the key performance areas and critical outputs of personnel within the functionality; Prepares capital and operating estimates and controls expenditure against the approved budget allocations for financial management systems;</p> <p>Controls the professional, technical and operational outcomes related to the provision of support and quality service delivery; Disseminates operational information on the immediate, short and long-term objectives and current systems developments, problems and constraints.</p>
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Health & Environmental Services	HES-02/25/26	4. EHP X3 (Rustenburg, Moses Kotane and Kgetleng)	R 443 688.00 per annum (Level 7)	Grade 12; Bachelor's degree/ Diploma in Environmental Health; must be Registered with HPCSA; 2-5 years' relevant experience; Community service 1-year working experience; Valid Driver's License; Registered as Peace officer will be added as advantage; Report writing and communication skills; Ability to work under pressure; Be willing to work overtime.	Provide environmental health services and promotion; Implement Municipal Health services; Investigate Environmental Health complaints; Operate and administer MHS help desk and call center; Conduct EHS campaigns and educate in accordance with professional requirements and related legislation; Environmental pollution control; Safe disposal of human remains; Chemical safety monitoring; Monitoring operation of safe initiation schools.
	HES-01/25/26	5. Assistant Manager – Rustenburg	R659 660.00 per annum (Level 4a)	Grade 12; A relevant qualification preferably B-Tech Degree in Environmental Health; Computer literacy; Must be	In-charge and responsible for implementation of Municipal Health Services and programmes; Manage and ensure smooth running of the

				<p>Registered with HPCSA for independent practice; Valid Code 08 Drivers license; 5- 8 years relevant experience of which 2-3 years must be at supervisory level. Registered as Peace Officer will be an added advantage.</p>	<p>local Municipal Health Office; Support initiative of EHPs on programmes implemented and facilitate environmental health campaigns to communities; Manage and monitor asset register for the office; Facilitate and conduct regular section meetings; attend meetings and activities relevant to areas of operation at local municipal area; Conduct quarterly Personnel Performance Assessment/evaluation of personnel in accordance with Service Delivery and Budget Implementation Plan (SDBIP); Input and recommend on financial matters of the unit; Administer the National Health Data Input System for quarterly submission to the Provincial Department of Health and</p>
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					SALGA; Ensure and manage provision of the Municipal Health and submit reports to council
Economic Development Tourism Agriculture and Rural Development	EDTAR-01/25/26	6. Officer Tourism, Marketing and Development	R 540 957.00 per annum (Level 5)	A relevant 3-year tertiary qualification in Tourism Management, Marketing, Economic Development (National Diploma or Bachelor Degree); 3-5 years relevant experience; Code 08 Driver's license; Computer literacy: MS Office	Managing and coordinating all tourism -related initiatives within the Bojanala Platinum Municipality. This includes developing and implementing strategies for destination marketing, supporting product and infrastructure growth, ensuring regulatory compliance, and driving the success of community- based tourism enterprises to foster inclusive economic growth and enhance the district's reputation as a premier tourist destination.

Community Development Services	CDS-02/25/26	7. Station Officer (Mogwase)	R 443 688.00 per annum (Level 7)	Grade 12; A relevant tertiary qualification, preferably a Diploma in fire Technology (fire services); 7 years operational experience of which 3 years must be at supervisory level (Platoon Commander/Leading Firefighter); Has come through the firefighter ranks and achieved up to platoon commander/leading firefighter qualifications; Driver's License. Computer Literacy: MS Office.	To ensure that all hazardous substances are stored, transported, used and handled safely in terms of the required legislation and relevant codes of practice through inspections, co-ordination and registration, issuing of permits and certificates; Perform administrative duties; Assist in compilation of training programs for Bojanala Platinum District Municipality; Actively become involved with the management of disaster when they occur; Conduct training and capacity building of volunteers and other role players to participate in disaster management; Assist with the administrative activities pertaining to training and Development
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					Management; Conduct fire safety inspections of premises for compliance with legislation and by-laws
	CDS-01/25/26	8. Senior Fire Fighter x7 (Moretele x3, Mogwase x4,)	R329 761.00 per annum (Level 9)	Grade 12; Higher Certificate in fire technology (fire services); Pump Operator / Aerial Appliance qualification; Fire Prevention course; Fire service instructor 1; Code C1 Driver's License, 4 years operational experience of which 2 years must be at Firefighter 2 level.	Management and Supervision of staff/ shift; Management of firefighting operations; Ensure readiness of firefighting /Rescue vehicles or equipment; Ensure completion of shift administration e.g.log books incident reports; Carry out rescue activities in accordance with standard operating procedures; Extinguish fires, save lives, evacuate people and animals; Ensure that fire station is cleaned regularly and kept in a state of neatness; Assist in training courses and practical drills for personnel and members of public.

Corporate Support Services	CSS-01/25/26	9. Manager Administration	R 803 755.00 per annum (Level 2a)	A relevant 3-year tertiary qualification in Public Administration (preferably a National Diploma or Bachelor Degree); 8 years or more relevant experience of which 2 years must be at supervisory level; Code 08 Driver's license; Computer literacy: MS Office.	Full range of administrative knowledge in the management of a function; Manages administrative and clerical staff; 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
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					use of municipal vehicles by managing the fleet management of the municipality.
CSS-02/25/26	10. General Worker x8: (Mogwase x1, Rustenburg x5, Moretele x1, Madibeng x1)	R 162 177.00 per annum (Level 15)	Grade 10 or ABET;1 – 2 Years proven cleaning experience; Be able to use cleaning machines and equipment; Good verbal and written communication skills; Ability to work well in a team. Physically fit to perform the duties as required.	Cleaning of offices, kitchen, toilets using prescribed time schedule, passages, waiting areas and washing utensils; 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; Provide support during meetings and functions.	

					Perform the duties as may be delegated by the senior.
	CSS-03/25/26	11. HR Administration Officer	R 443 688.00 per annum Level 7)	A relevant 3-year qualification in Human Resource or related field; 2-5 years relevant experience required.	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; Coordinating leave administration in accordance with the leave policy and condition of service; Coordinate the administration of Council Employee Benefits scheme 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 fund, medical aids etc); Coordination of accommodation for new employees; Respond to audit queries; and do monthly reports.
Technical Services	TS-02/25/26	12. Manager: Sanitation and Water	R803 755.00 per annum (Level 2a)	Grade 12; National Diploma or BTech/B Degree in Civil Engineering; Registration with a recognized engineering professional body will be added as advantage; Computer Literacy: MS Office; Code 08 License; 8 years' experience which 2 years must be at supervisory level.	Manage the water and sanitation unit; Management of projects and programmes as per the services delivery implementation plan; Management of consultants and contracts; Prepares capital and operating estimates and controls expenditure against the approved budget allocations; Identifies and defines the immediate and short-term objectives/ plans associated with water and

					<p>sanitation maintenance;</p> <p>Controls the professional, technical and operational outcomes associated with the functions related to water and sanitation construction/ maintenance; Analyses and evaluates the scoping, award and deliverable phases of projects associated with the provision of water and Sanitation services to communities; Disseminates functional and operational information on current developments, problems and constraints; Manages and coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.</p>
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	TS-01/25/26	13. Manager: Roads and Storm Waters	R803 755.00 per annum (2a)	<ul style="list-style-type: none"> Grade 12; National Diploma or BTech/B Degree in Civil Engineering; Registration with a recognized engineering professional body will be an added advantage; Computer Literacy: MS Office; Code 08 Driver License; 8 years' experience which 2 years must be at supervisory level. 	<p>Manage the roads and stormwater unit; Management of projects and programmes as per the services delivery implementation plan; Management of consultants and contracts; Prepares capital and operating estimates and controls expenditure against the approved budget allocations; Identifies and defines the immediate and short-term objectives/ plans associated with road and storm-water maintenance; Controls the professional, technical and operational outcomes associated with the functions related to roads and storm-water construction/ maintenance; Analyses and evaluates the scoping, award and deliverable phases of</p>
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					projects associated with the provision of Roads and Storm-water Services to communities; Disseminates functional and operational information on current developments, problems and constraints; Manages and coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.
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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: 12 FEBRUARY 2026

**Ms E.M TUKAKGOMO
MUNICIPAL MANAGER**