

INTERNAL/EXTERNAL ADVERTISEMENT



In the pursuit of the ideals of excellence and diversity, the JB Marks Local Municipality wishes to invite applications for the following permanent positions

OFFICE OF THE MUNICIPAL MANAGER

SUB-DIRECTORATE: MINIMUM INFORMATION SECURITY STANDARDS (MISS)

ASSISTANT DIRECTOR: MISS

(REF: MM08) SL03

BASIC SALARY: R 692 928.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •Degree/Advanced Diploma in Security Management or equivalent tertiary qualification in the field of security and risk management 5-8 relevant experience of which at least 3 years must at supervisory level •Experience in the following specific field of security is needed: Physical Security, Personnel Security, Document Security, Communication Security and IT Security Investigation •SSA Advisory course, PRISA Grade A, SAMTRAC, Project Management, SSA Clearance Certificate is mandatory •A valid driver's license •No criminal record. (DPSA)

Required Skills: Good Leadership and management skills •Ability to communicate effectively at all level both verbally and in writing •Good Human Relations Skills •Ability to manage conflict situations effectively •Must have high level standards and level of achievement •Must have a questioning skills or attitude and also be innovative or be able to use new ideas.

Key Responsibilities: Manage the total security function i.e. personnel, physical •Documents, communication, communication, OHS and the entire precinct •Advise management on the security matters and vulnerabilities in of the institution •Compile internal Security Policy based on the MISS Document •Evaluate and improve the effectiveness of security measures and procedures •Monitor the extent of adherence and compliance to the security policy and measures including information security and vetting •Liaise on regular basis with SSA regarding information security, SAPS and SANDF on all MPSS related matters •Develops implements and monitors the effectiveness as well as the extent of adherence/compliance to security measures, procedures & Disaster Management •Manage the administration of security clearance forms, documents & information Security, Security Assessment and audits •Conduct Preliminary investigation on all security breaches, Fraud and Anti-Corruption cases and ensure compliance with existing legislation by security providers is promoted and controlled through process of active monitoring and investigation of the affairs of service providers •Support the protection and the rights of security officers and other employees in the private security industry •Conduct Security awareness.

DIRECTORATE: CORPORATE SERVICE

DIVISION: INFORMATION COMMUNICATION TECHNOLOGY

ASSISTANT DIRECTOR COMMUNICATIONS

(REF: COR55) SL03

BASIC SALARY: R 692 928.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant B degree in Communications/Public Relations or relevant NQF 7 •5-8 years relevant experience •Computer (Microsoft Excel, Outlook, Word and Power Point applications are a prerequisite) **Professional Experience:** At least five years of experience in communications, public relations, or a related field, with a minimum of three years in a managerial or supervisory role, preferably within a municipal or public sector environment •Valid Drivers' License •No criminal record.

Required Skills: Strong written and verbal communication skills. Proficiency in digital communication platforms and social media management. Experience in media relations and crisis communication. Ability to develop and implement strategic communication

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plans. Strong organizational and project management skills. Ability to work collaboratively with various departments and stakeholders. Knowledge of municipal operations and public sector communication practices.

Key Responsibilities: Formulate Communications strategies and policies •Actively participates in the development of strategic documents such as communications plans and target audience profiles, etc. •Be able to Contributes strategic input into the Office of Executive Mayor and other management or governance reviews PMS •Keep abreast with changes in communication guidelines and other legislation, to make recommendations where Office of the Executive Mayor policies and procedures need to be amended, monitoring the implementation of changes made •Develop annual strategic review reports while drafting Monthly business reports •Develop and monitor support strategies, programmes and action plans for mayoral projects •Be able to have good Analysis of media trends and adapt the Council's processes and procedures to best practice •Promote integrated communication with all spheres of government •Assist with budgetary requirements for Office of the Executive Mayor goals •Apply appropriate financial controls to ensure expenditure levels are prudent, and wastage is limited •Must Ensure that Communication to stakeholders is monitored and not detrimental to the image of the Municipality •Ensure that All reports are completed and submitted timeously.

DIVISION: LEGAL SERVICES

CHIEF LEGAL OFFICER

(REF: COR35) SL04

BASIC SALARY: R 612 276.00 – R 643 392.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant 3 year tertiary qualification, preferably B Degree in Law (LLB will be advantageous) •5-8 years relevant legal experience required in legal field, with a significant portion in municipal or public sector law. Admission as an attorney or advocate in South Africa, will serve as an added advantage •Good communication and report writing skills •Strong litigation skills •Computer Literacy: Microsoft Office •Knowledge of Local Government Legislative Framework. •Valid Driver's license •No Criminal Record.

Required Skills: Written communication/Drafting skills required •Oral communication •Advocacy/negotiations •Ethics and professionalism •Organizational awareness •Litigation management and Research and analysis •Attention to detail. Logical reasoning, sound judgment •Knowledge of administration law and inter-governmental relations comprehensive knowledge of development planning, **SPLUM**.

Key Responsibilities: Give guidance, legal opinions and advice to Directorates with regard to legal aspects •Make sure legal documents are attended to timeously e.g. summons and affidavits •Ensure that Council's interests is adequately protected •Ensure that legal support is provided to the entire municipality •Provide legal advice on all legal matters affecting the municipality •To ensure that all contracts are properly drafted, vetted and scrutinised, taking the interests of the municipality into account •Assists in interpretation of legislations and ensure compliance •Provide advice to relevant BID committees (Supply Chain Management). Monitor legislative amendments and developments. Maintain records of all legal cases. Research and analyse information to compile and formulate new and amendments to legislation required implement council policies. Attend to correspondences pertaining to legal matters. Provide legal service to the Council by ensuring that draft policies are approved by Council. •To ensure that the municipality complies with its mandate in terms of service delivery (access to criminal justice services and Municipal legislations) to the public at large and any other duties given by the supervisor.

SUB-DIVISION: MUNICIPAL PUBLIC ACCOUNTS SUPPORT

CHIEF LEGAL OFFICER: MPAC

(REF: COR 38) SL04

BASIC SALARY: R 612 276.00 – R 643 392.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant 3 year tertiary qualification preferably a B-Degree in law, paralegal qualification (LLB advantageous) and Computer literacy: MS Office •Minimum 5-8 years relevant experience in a legal environment within local government or public sector law would be advantageous •Valid driver's license •No criminal record.

Required Skills: Strong knowledge of South African law, in particular Local Government and municipal law •Ability to work under pressure and meet deadlines

Key responsibilities: Provide expert legal guidance and support to the Municipal Public Accounts Committee (MPAC), ensuring compliance with relevant laws, regulations, and policies •Provide timely and accurate legal advice to MPAC on matters related to municipal governance, finance, and accountability •Ensure MPAC's activities and decisions comply with relevant laws, regulations, and policies •Review and draft contracts, agreements, and other legal documents related to MPAC's activities •Represent MPAC in legal

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proceedings, negotiations, and other forums as required •Provide training and capacity-building initiatives for MPAC members and staff on legal matters.

RE-ADVERTISEMENT
SUB-DIVISION: INFORMATION TECHNOLOGY
SENIOR SERVER ADMINISTRATOR
(REF: COR.71) SL05

BASIC SALARY: R 540 960.00 – R 597 336.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •Relevant National Diploma or Diploma in Computer Science Information Systems or related field• (Must include Server Firewall and AD Functions) •2-5 years relevant experience - server administrator in Information Technology environment •Valid driver's license •No criminal record.

Required skills: In- depth knowledge of Server and Firewall experience •Be able to work under pressure •Physically fit to carry out field work •Good and effective problem solving skills •Be able to meet deadlines

Key Responsibilities: Install, configure and maintain various types of hardware and software• Develop and test new servers and services •Handle and control all server Room maintenance and upgrades •Maintain resources are available to end users Replace defective hardware on servers as necessary •Liaise with the Application Administrators and Developers •Conduct back-up and recovery procedures prior to installation Establish, test and maintain a disaster recovery plan.

SUB-DIVISION: INFORMATION TECHNOLOGY
SENIOR NETWORK ADMINISTRATOR
(REF: COR.66) SL05

BASIC SALARY: R 540 960.00 – R 597 336.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant National Diploma or Diploma in Computer Science Information Systems or related field •(Must include Server Firewall and AD Functions) •2-5 years relevant experience - server administrator in Information Technology environment •Valid driver's license •No criminal record.

Required skills: In- depth knowledge of Server and Firewall experience •Be able to work under pressure •Physically fit to carry out field work •Good and effective problem solving skills •Be able to meet deadlines

Key Responsibilities: Install, configure and maintain various types of hardware and software• Develop and test new servers and services •Handle and control all server Room maintenance and upgrades •Maintain resources are available to end users Replace defective hardware on servers as necessary •Liaise with the Application Administrators and Developers •Conduct back-up and recovery procedures prior to installation Establish, test and maintain a disaster recovery plan.

SUB-DIVISION: LABOUR RELATIONS
CHIEF LABOUR RELATION OFFICER
(REF: COR86) SL04

BASIC SALARY: R 612 276.00 – R 643 392.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant B Degree in Labour Law/Human Resources /Labour Relations/Industrial Relations/ or relevant qualification 5-8 years of experience in labour relations, with a significant portion in a municipal or public sector environment. This includes experience in negotiating collective bargaining agreements and handling labour disputes •Valid driver's license •No Criminal Record.

Required Skills: Knowledge of Labour related legislations •Manage to interpret statutes/Laws •Manage dispute resolutions by providing expert advice on Employee related matters •Computer literacy (Excel, Word, Outlook, etc.) •Must be able to communicate in at least two of the official provincial languages (read, write and speak) •Planning and organizing.

Key Responsibilities: Design, develop, review, and implement Labour Relations Strategy and policies according to the regulatory guidelines •Application of relevant labour relations, attending and resolving deutes and grievances, implementing procedures associated with disciplinary and grievances, rendering assistance and guidance to management with disciplinary hearings and representing council at Bargaining Council & CCMA •presenting cases •Cross questioning of witnesses and presentation of closing arguments. •Maintain good relations with Labour Unions •Ensuring that policies and practices are in harmony with each other and do not conflict with legislation •Manage the functioning of the Local Labour Forum

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SUB-DIVISION: REGISTRY SERVICES AND RECORDS MANAGEMENT
RECORDS OFFICER

(Ref: COR195) SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 • A relevant Bachelor's Degree or Information/Records Management qualification; • Relevant training presented by the National Archives and Records Service (NARS); and • Computer literacy: MS Office.

• 3 Years of Relevant Experience • Computer Literacy • Preparedness to be subject to security clearance • Valid driver's license • No criminal record.

Required skills: Strong organizational skills to manage multiple tasks and prioritize effectively. Excellent written and verbal communication skills. Proficiency in Microsoft Office Suite (e.g., Word, Excel). Attention to detail and accuracy in handling documents and data. Ability to maintain confidentiality and handle sensitive information appropriately. Customer service skills to interact effectively with internal and external stakeholders.

Key Responsibilities: Overseeing the management of Council documents, including filing, retrieval, and maintenance of records. Assisting in the preparation and formatting of legal documents and correspondence. Managing office supplies and equipment for the records division. Handling incoming and outgoing communications, including phone calls and emails. Providing administrative support to legal professionals, retrieval and disposal of records Ensuring compliance with municipal policies and procedures.

DIRECTORATE: FINANCIAL SERVICES

SUB-DIRECTORATE: PAYROLL

CHIEF FINANCIAL MANAGEMENT OFFICER: PAYROLL

(REF: FIN10) SL04

BASIC SALARY: R 612 276.00 – R 643 392.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 • A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com Accounting or Financial Management as major modules • 5-8 years' payroll working experience • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage • Valid drivers' license and • No criminal record.

Required skills: Computer Skills (Advanced Excel) • Bilingual • Good verbal & communication skills • Knowledge of Legislations governing the payroll office • Knowledge of income tax & calculation thereof • knowledge of MsCOA Regulations • Knowledge of PayDay (Financial system)

Key Responsibilities: Manage and establish an effective Payroll office • Assist in developing and reviewing policies procedures and manuals • Compiles management reports related to Payroll • Manages and supervise staff in the Unit and checking & verifying of Payroll related payments • Interface of Payroll journals to financial system • Reconciliation of Payroll system with financial system • Submission of all legislative SARS requirements (EMP201, IRP5's).

SUB-DIRECTORATE: CREDITORS PAYMENTS AND RECONCILIATION

CHIEF FINANCIAL MANAGEMENT OFFICER: CREDITORS

REF: FIN18 (SL04)

BASIC SALARY: R 612 276.00 – R 643 392.00 PER ANNUM (EXCL. BENEFITS)

Requirements: : Grade 12 • A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com Accounting or Financial Management as major modules • 5-8 years' payroll working experience in Accounts/Creditors/Reconciliation • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage • Valid drivers' license • No Criminal Record.

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Required skills: Computer Skills (Advanced Excel) • Knowledge of MFMA • Bilingual • Good verbal & communication skills • Knowledge of Phoenix (Financial system)

Key Responsibilities: Assist to establish an effective Creditors office • Implement of applicable council regulations and resolutions • Checking of verifying creditor related payments • Manage & supervise staff in the Unit • Reconcile Creditors book to financial system • Ensure compliance with VAT legislation • Submission of VAT201 returns and reconciliations.

SUB-DIRECTORATE: PAYROLL
FINANCIAL MANAGEMENT ACCOUNTANT: PAYROLL
(REF: FIN11) SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 • A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com Accounting or Financial Management as major modules • 5-8 years' payroll working experience • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage • Valid drivers' license and • No criminal record.

Required skills: Computer Skills (Advanced Excel) • Bilingual • Good verbal & communication skills • Knowledge of Legislations governing the payroll office • Knowledge of income tax & calculation thereof • knowledge of MsCOA Regulations

Key Responsibilities: Manage and establish an effective Payroll office • Assist in developing and reviewing policies procedures and manuals • Compiles management reports related to Payroll • Manages and supervise staff in the Unit and checking & verifying of Payroll related payments • Interface of Payroll journals to financial system • Reconciliation of Payroll system with financial system • Submission of all legislative SARS requirements (EMP201, IRP5's).

RE-ADVERTISEMENT
SUB-DIVISION: SUPPLY CHAIN MANAGEMENT
CHIEF SUPPLY CHAIN MANAGEMENT
REF: FIN91 (SL04)

BASIC SALARY: R 612 276.00 – R 643 392.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 • A relevant 3 year Tertiary qualification, preferably in Supply Chain Management/Logistics/Procurement and Computer literacy, MS Office • 5-8 years' relevant experience of which at least 2 years must be at supervisory level at any role related to the position of the applicant Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage • Good interpersonal relation • Honest Trustworthy and integrity • Willingness to work irregular hours • Valid driver's license • No criminal record.

Required skills: Knowledge of municipal accounting, • computer literacy (Word, Excel, Power Point), planning and organizing skills, verbal and written communication skills • Good leadership and people management skills • MFMA, SCM Regulations, PPPFA, BBBEE and all other relevant legislation applicable in the field.

Key Responsibilities: Assist in managing and establishing an effective Demand Management System for Municipality • Assist in developing and reviewing policies, procedures and manuals • Compiles management reports related to Supply Chain Management • Assist in promoting, recommending and implementing SMME and BEE and job creation strategies and programs • Manages and supervise staff in the Unit • Assist the Supply Chain Manager with budget compilation, control and monitoring • Respond and investigates tender complaints, procurement complaints, and legal challenges and obtains legal opinion and advice where necessary • Compile database of Services Providers for the entire Municipality • Assist establishment of effective system of risk

management for the identification, consideration and avoidance of potential risks in the SCM system • Assist with management of the disposal of municipal goods no longer needed and/or are redundant • Plans and monitors the municipality's bidding processes • Management of the submission of statutory reports in terms of the MFMA and SCM regulations.

SUB-DIVISION: SUPPLY CHAIN MANAGEMENT
SUPPLY CHAIN MANAGEMENT PRACTITIONER: BID ADMINISTRATION
Ref: FIN.92 SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 • A relevant 3 year Tertiary qualification, preferably in Supply Chain Management/Logistics/Procurement and Computer literacy, MS Office • 3-5 years' relevant experience of which at least 2 years must be at supervisory level at any role related

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to the position of the applicant •Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage •Valid driver's license •No criminal record.

Required skills: Knowledge of municipal accounting, •Computerized financial systems, planning and organizing skills, computer literacy (Word, Excel, Power Point), planning and organising skills •Good leadership and people management skills •MFMA, SCM Regulations, PPPFA, BBEE and all other relevant legislation applicable in the field.

Key Responsibilities: Coordinate and control the SCM processes and align procedures systems and controls •Ensure that items delivered by service Providers match specifications before accepting them •Control stock and maintain records therefore •Support and contribute to fair, equitable, transparent and cost effective procedure and practices that are consistent with policies and the laid down requirements contained in legislative frameworks •Provide administrative support to the bid specification/evaluation and adjudication committees.

SUB-DIVISION: SUPPLY CHAIN MANAGEMENT
SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND
(Ref: FIN.102) SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant 3 year Tertiary qualification, preferably in Supply Chain Management/Logistics/Procurement and Computer literacy, MS Office •3-5 years' relevant experience of which at least 2 years must be at supervisory level at any role related to the position of the applicant •Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage •Valid driver's license •No criminal record.

Required skills: Knowledge of municipal accounting •Computerized financial systems, planning and organizing skills, computer literacy, verbal and written communication skills •MFMA SCM Regulations and other relevant legislation applicable in the field.

Key Responsibilities: Interact with internal departments to clarify needs analysis •Investigate/ asses impacting variables (expenditure, commodity, market/ industry) •Align needs analysis outcomes to budgetary provisions to establish and comment on costs versus allocations •Categorize applications received from requesting departments •Refer to regulatory mechanisms and procedural guidelines to differentiate and/ or allocate applications •Assist the CFO by responding to queries/or requests from internal/external clients in relation to SCM processes of the municipality •Compile monthly/quarterly/mid-year/annual procurement reports •Assist in the facilitation of SCM related training •Assist the Superior with the audit trail during internal and external audits •Assist the Superior in the budget planning processes and strategic planning sessions •Maintain proper record keeping of documents and correspondence in line with the municipality's record keeping procedures.

SUB-DIVISION: SUPPLY CHAIN MANAGEMENT
SUPPLY CHAIN MANAGEMENT PRACTITIONER: LOGISTICS
(Ref: FIN.96) SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant 3 year Tertiary qualification, preferably in Supply Chain Management/Logistics/Procurement and Computer literacy, MS Office •3-5 years' relevant experience of which at least 2 years must be at supervisory level at any role related to the position of the applicant •Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage •Valid driver's license •No criminal record.

Required skills: Knowledge of municipal accounting •Computerized financial systems, planning and organizing skills, computer literacy, verbal and written communication skills •MFMA SCM Regulations and other relevant legislation applicable in the field.

Key Responsibilities: To coordinate, control and apply logistics and disposal management practices and procedures in order to administer and manage the receipt, safeguarding and issuing of store items •Apply logistics management practices •Execute prescribed procurement practices, orders, requisitions, assessing patrons' needs and dispatch goods •Administer and control specific accounting procedures associated with disposal management •Administer the disposal of obsolete items/ goods and maintain a database of redundant materials/ goods •Executes demand analysis applications with respect to establishing the requirements against available resources •Coordinate applications associated with acquisitioning, appointment, contractual agreements and disposal process •Maintains an excellent cooperative relationships with service providers/vendors and contractors*Attends to and controls tasks/activities associated with personnel performance, productivity and discipline •Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality •Keeping abreast of developments, emerging trends and latest technologies in the profession.

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SUB-DIVISION: BUDGET PLANNING AND REPORTING
FINANCIAL ACCOUNTANT: BUDGET PLANNING & REPORTING

(Ref: FIN.06) SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com Accounting or Financial Management as major modules •3-5 years relevant experience municipal finance experience •Aptitude for figures •Negotiation skills •Communication Skills •Accounting Skills •Function under extreme pressure •Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage •Valid driver's license •No criminal record.

Required skills: knowledge of municipal accounting •Computerised financial system •planning and organising skills •Computer Literate (Excel, MS-Word) •verbal and written communication skills VMFMA MBRR Regulations and other relevant legislation applicable in the field.

Key Responsibilities: Compilation of monthly financial reports to Council, National Treasury and other Governmental Departments by making extracts of relevant financial information from the financial system •Gathering any other information, financial or otherwise required from any other source •Completing the actual returns and submitting it to the specific institutions in order to comply with Section 71 of the MFMA Submission of financial reports to National and Provincial Treasury, other organs of State •Auditor-General and other organisations, by making extracts of relevant financial information from the financial system •Gathering any other information, financial or otherwise required from any other source Completing the actual returns and submitting it to the specific institutions in order to comply inter alia with Section 74 of the MFMA •Assist with the effective and safe filing of all documentations related to the Budget Office Section •Ensuring that all relevant documents pertaining to budgets, financial statements, returns are filed in Council's official filing system •To effectively execute all duties assigned in accordance with GRAP and the MFMA.

SUB-DIVISION: DEBT AND CASH MANAGEMENT
FINANCIAL ACCOUNTANT INDIGENT

(Ref: FIN.57) SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com with financial accounting as major subject. •3-5 years relevant experience municipal finance experience •Aptitude for figures •Negotiation skills •Communication Skills •Accounting Skills •Function under extreme pressure •Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage •Valid driver's license •No criminal record.

Required skills: knowledge of municipal accounting •Computerised financial system •planning and organising skills •Computer Literate (Excel, MS-Word) •verbal and written communication skills VMFMA MBRR Regulations and other relevant legislation applicable in the field.

Key Responsibilities: Receive incoming and outgoing correspondence •Respond to enquiries •Apply Batho-Pele Principle's •Attend to logistical arrangements for meetings/workshops/training •Handle indigent queries from consumers and councillors: Support applicants to complete Inter-Governmental Grant (IGG) forms. Verify information on applications and attach all relevant supporting documentation •Verify personal information and submit IGG applications for approval •Handle all IGG related enquiries.

SUB-DIVISION: SUPPLY CHAIN MANAGEMENT
CHIEF SUPPLY CHAIN MANAGEMENT PRACTITIONER: PERFORMANCE AND COMPLIANCE

(REF: FIN90) SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant 3 year tertiary qualification, in accounting stream, preferably in SCM/Logistic/Procurement •Knowledge MFMA, PPPFA, BBEEA, CIDB act and Supply Chain regulations. Computer literacy •3-5 years' relevant working experience. Good interpersonal relation. Honesty •Trust worthy and integrity. Willness to work irregular hours Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will an added advantage •Valid driver's license •No criminal record.

Required skills: Knowledge of municipal accounting •Computerized financial systems, planning and organizing skills, computer literacy, verbal and written communication skills •MFMA SCM Regulations and other relevant legislation applicable in the field.

Key Responsibilities: Review procurement processes followed to confirm compliance with SCM Regulations •issue non-compliance notices in instances where procurement processes were not properly followed •Updating UIF&W reports •Updating deviations reports

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•Preparing monthly and quarterly SCM compliance reports •Process of orders and documentation •Implement of applicable council regulations and resolutions. •Preparing documents according to budget •Checking or verifying payments made suppliers are correct •Record keeping of bid documents •Reporting and provide constant feedback •Perform any duties given by Supervisor.

DIVISION: SUPPLY CHAIN & TRANSPORT MANAGEMENT

CHIEF TRANSPORT OFFICER

REF: FIN108 (SL04)

BASIC SALARY: R 612 276.00 – R 643 392.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant 3 year tertiary qualification, preferably in Transport Management/Economics, Financial Management/Logistics. 5-8 years functional experience in Municipal Fleet Management / Transport services. **Valid driver's licence with PrDP.** •No criminal record.

Required Skills: Municipal Fleet Operation •Methods, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures •Municipal Service Financial Management •Municipal Fleet and Travel Policies and Procedures •Municipal Finance Management Act •Municipal Supply Chain Regulations •Batho Pele Principles. Skills: •Facilitation •Planning and organizing •Computer literacy •Interpersonal •Problem solving •Project management •Presentation skills.

Key Responsibilities: Manage the implementation of accidents and losses processes in line with relevant prescripts •Ensure effective and efficient utilization of the Municipal Fleet •Manage administration of vehicles to ensure compliance with Motor Transport Scheme policies and directives •Manage the Municipal travel services and account in line with the signed SLA and directives •Manage the procurement of vehicles and Fleet and Travel Management Contracts •Manage the resource of the sub-Division and reporting •Ensure that disciplinary procedures are in place to all drivers who do not comply Insure new vehicles by providing details of vehicle's registration to Insurance Company •Open files for each vehicle containing the registration and clearance certificates.

DIRECTORATE: HOUSING DEVELOPMENT & PLANNING

DIVISION: HUMAN SETTLEMENTS ADMINISTRATION

ADMIN OFFICER: HUMAN SETTLEMENTS

(Ref: TEC405) SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PA (EXCL. BENEFITS)

Requirements: Grade 12 and National Diploma in Development studies / Public Administration/ Management Business Administration 2-5 years' experience in administration environment Computer literacy •Communication skills an extensive knowledge of human settlement issues Drivers Licence Code 08/10. •No Criminal Record.

Required Skills: Organising skills Problem solving skills Good interpersonal relations skills Conflict management skills Good office management skills Negotiation skills Report writing skills Ability to work under pressure, integrity and Good Customer service. Provide leadership and guidance to the clerical staff or co-ordinate their activities Oversee smooth running of service delivery

Key Responsibilities: Provide administrative support to Human Settlements programmes, projects, and officials •Draft, type, and process correspondence, reports, and memoranda •Maintain filing systems (manual and electronic) for housing applications, beneficiary lists, and project documentation •Schedule meetings, take minutes, and ensure follow-up on action items •Capture and update data on housing beneficiaries, projects, and applications into the system •Maintain records of housing allocation, title deeds, and subsidies •Ensure proper document control in line with POPIA and municipal/departmental policies •Assist with budget administration and monitoring of Human Settlements projects •Process invoices, payment requests, and procurement documentation •Maintain records of expenditure and ensure compliance with supply chain processes •Handle public queries about housing applications, waiting lists, and allocation processes •Provide beneficiaries with updates on application status •Support communication between Human Settlements officials, communities, councillors, and external stakeholders.

RE-ADVERTISEMENT

DIVISION: TOWN AND REGIONAL PLANNING

TOWN PLANNING INSPECTOR

(Ref: TEC417-V/R) SL07

BASIC SALARY: R 443 676.00 – R 489 972.00 PA (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant 3 year tertiary qualification, preferably a National Diploma or Degree in Town and Regional Planning, Architecture/Urban Designs or relevant planning qualification •Registration as a professional Planner/Architect/Urban

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Designer i.e. Candidate member •Minimum of 2-3 years relevant experience •Knowledge of Land Use Management and SPLUMA legislation •A valid driver's licence. •Computer Literate – MS Office •Valid driver's licence •No Criminal Record.

Required skills: Written and verbal communication skills •Business processes •Ethics and professionalism •Organisational awareness •Problem solving skills •Planning and organising •Data processing and analysis •Attention to detail •Investigation of complains •Technical report writing •Interpersonal relations •Client-oriented and customer care •Service delivery oriented and conflict management skill.

Key Responsibilities: Make appropriate recommendations on the desirability of Land Use Management applications to the relevant authorized person in the institution •Ensures that Land use transgression registers are updated regularly by advising staff and checking it regularly •Formulates new Land Use Transgression notices •Liaise with various municipalities and Provincial Departments in Streamlining and establishing Land Use Control procedures and policies.

DIVISION: QUALITY ASSURANCE AND BUILDING CONTROL.

BUILDING INSPECTOR

(REF: TEC391) SL08

BASIC SALARY: R 391 884.00 – R 432 756.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 or equivalent and qualified tradesman in one of the following trades in Building Construction Sciences: Bricklaying, Plumbing, Drain-laying, Carpentry, Draughtsman •2-3 years relevant experience •Computer literacy •Legal skills •Broader engineering knowledge •Good interpersonal, negotiation and communication skills •Must be Bilingual preferably with English as one of the languages. •Driver's Licence Code 08/10 •No Criminal Rec

Required skills: Must be physically fit & healthy to perform on-site inspections •Must not have any physical disabilities that will hamper movement to perform on-site inspections •Must perform on-site inspections under unsafe conditions on building sites •Must work in all weather conditions.

Key Responsibilities: To enforce the requirements of the National Building Regulations and Building Standards Act of 1977 (Act 103 of 1977), policies and By-laws of Council •Conducting inspections to assess conformance to the required standard of workmanship •Receiving and processing all building plans submitted for approval •Receiving and processing all applications for water and sewer connections •To conduct general administrative tasks for smooth running of the office in order to enforce the requirements of the National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) •To deal with all enquiries to find solutions to the caller's problems in respect of building related issues.

DIRECTORATE: COMMUNITY SERVICES

SUB-DIVISION: ENVIRONMENT AND AGRICULTURE DEVELOPMENT

CHIEF ENVIRONMENTAL MANAGEMENT OFFICER

Ref: MUN467 (SL04)

BASIC SALARY: R 612 276.00 – R 643 392.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant 3 year tertiary qualification in Environmental Management /Environmental Science •5-8 years or more relevant experience of which 2 years must be at supervisory level in environmental management •Computer literacy (Microsoft Office) •A valid Driver's License. •No Criminal Record.

Required Skills: Very good working experience with computer programs, especially Microsoft Word, Excel and Power Point •Effective communication skills (both written and verbal) •Good physical condition (Must be able to inspect at all premises including factories and industries)

Key Responsibilities: Supervise the staff in the environmental management section, to ensure that staff meets the sections objectives in line with Council's and directorates' requirements and resource constraints •Manage the environmental management budget •To comply with the Municipal Finance Management Act (Act No 56 of 2003), MFMA circulars from National Treasury, Financial by-laws and policies and other relevant legislation •Manage environmental management services in the municipal area, to safeguard the environment within legislative and Council requirements •Manage and Co-ordinate annual environmental auditing of environmental management plans (EMP) within council •Develop and implement environmental management system (EMS) •Manage the •Departmental fleet Implement the environmental section of the integrated development planning (IDP) •Develop and implement and Enforce Environmental By-laws and National Environmental Management Act 107 of 1998 (NEMA) and Specific •Act related to local spheres of government(Environmental Management Inspectorate Certificate will be added advantage) •Manage the development of the state of environment, the environmental control/management zones and the desired state of the environment and development Develop and Implementing the Municipal Climate

•Change Adaptation and mitigation Strategies •Manage and Monitoring of the devolved ambient air quality functions to the local government in terms of the national environmental management: air quality act 39 of 2004 •Ensure compliance to the Constitution, National, Provincial, and local legislation, policies and guidelines within the municipal jurisdiction Managing the reporting on the state of the environment within the municipality.

DIRECTORATE: COMMUNITY SAFETY

DIVISION: DISASTER RISK MANAGEMENT SERVICES **ASSISTANT DIRECTOR: DISASTER RISK MANAGEMENT**

(REF: COM09) SL03

BASIC SALARY: R 692 928.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •Bachelor's Degree/Advanced Diploma in Disaster (Risk) Management •DMISA Registration: Practitioner •Computer Literacy: MS Office •Minimum of 8 years or more experience in the field of Disaster (Risk) Management of which 2 years must be at supervisory level in the same field •Extensive knowledge of Local Government legislations •Advanced Computer literacy plus a valid driver's license •No criminal record.

Required Skills: Knowledge of emergency communication •Ability to identify and assess risks •Ability to assess, anticipate and reduce the risk of disasters •Leads complex strategic and tactical planning •Personnel management •Events management course and GIS qualification. •Conflict management skills •Planning and organising skills •Interpersonal skills •Financial Management Skills •Multilingual. •Negotiation skills •Knowledge and experienced in project and program management.

Key Responsibilities: Establishing integrated institutional capacity within the organisational sphere to enable the effective implementation of disaster management policy and regulations •Establishing a uniform approach to assessing and monitoring disaster risk that will inform disaster management planning and disaster risk reduction undertaken by organs of state and other role players •Ensuring all disaster management stakeholders develop and implement integrated disaster management plans and risk reduction programmes in accordance with approved frameworks •Ensuring effective and appropriate disaster response and recovery •Guiding the development of a comprehensive information management and communication system and establish integrated communication links with all disaster risk management role players •Promoting a culture of risk avoidance among stakeholders by capacitating all role players through integrated education, training and public awareness supported by scientific research •Participating in the establishment mechanisms for the funding of disaster management in the JB Marks Local municipality •Providing the Municipality with a Communications facility which is able to monitor and communicate on matters related to major incidents, potential disasters, disasters occurring and disasters which have occurred, to reduce the consequences or potential consequences related to major incidents, potential disasters, disasters occurring and disasters which have occurred, to reduce the consequences or potential consequences.

DIVISION: TRAFFIC MANAGEMENT

CHIEF TRAFFIC OFFICER (SL3)

BASIC SALARY: R 692 928.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •Basic training qualification •Relevant Degree or B-Tech in Policing/Transport Management) or related qualification •8 or more years relevant experience in Traffic management and Middle management experience •Good understanding of Traffic Laws and Regulations •Fireman proficiency •Valid Driver's License (Code EC1) •No Criminal Record

Required Skills: Conflict handling skills and ability to give attention to detail •Ability to work under pressure •Computer literacy and Financial Management Skills •Good human relations, communication & interpersonal skills

Key Responsibilities: Road traffic control regulation by means of high visibility and routine traffic patrols •Maintenance of high standard of discipline •Ensures that road traffic policing and National Road Traffic Act 93 of 1996 is enforced, •Communicate with outside stakeholders of government or non-government stakeholders e.g. courts, schools, communities, transport institutions, Provincial and National government •Management of administration and enforcement strategies •Secure, control and maintenance of work resources. •Ensuring that various types of escort duties are undertaken by traffic officers •Training and development of traffic personnel •Implement policies and procedures and ensures that by-laws regulations and crime prevention are enforced •Manages a number of operational areas •Ensures optimal use and maintenance of resources and equipment, and adherence to performance management criteria.

DIVISION: FIRE BRIGADE SERVICE

CHIEF FIRE OFFICE

(REF: COM197) SL03

BASIC SALARY: R 692 928.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •Relevant tertiary qualification preferably a Diploma or Bachelor Degree in Fire Technology as well as relevant managerial experience • Senior Management Course •Ambulance Emergency Assistant Course (AEA) •at least 12 years including relevant managerial experience •Operational experience in full-time Fire & Rescue Service within Local authority fire profession •A registered member with Professional Body i.e. SAESI its prerequisite •Fireman proficiency •Code EC1 Driver's License with PrDP •No Criminal Record.

Required Skills: Computer Literacy. •Conflict management skills •Planning and organising skills •Interpersonal skills •Financial Management Skills •Multilingual. •Negotiation skills •Must not be claustrophobic and acrophobic (fear of heights) •Must be mentally and physically fit in terms of the Fire Brigade Services Act • Relevant SABS Code of Practice •Disaster Management Act (Act 57 of 2002) •Veld Act (Act 101 of 1998) •Municipal Systems Act (Act 32 of 2000) and other related legislations

Key Responsibilities: Rendering of humanitarian services to ensure and sustain Professional Special services to communities during times of distress •Coordinate administration and management of the Fire Services key performance areas to ensure an efficient service to the community •To ensure compliance with applicable Council policies and procedures, Standard Operational Procedure (SOP), and the Budget •Establish partnership with various Departments, Government Institutions, NGO's regarding Fire and Rescue Services matters •To ensure effective participation of all relevant stakeholders in the discharge of the position's functions •Implement Fire Services Legislation and relevant By-Laws •Manage and direct the Fire Brigade Unit which provides a coordinated, effective and efficient Emergency Operational Services, Fire Safety and Training Services •Ensure a coordinated and integrated provision of Fire services to the Community •Manage Budget and Financial Control of the Division •Manage general Fire Safety Audit Services to promote fire safety in communities to reduce potential life loss.

DIVISION: FIRE BRIGADE SERVICE

ASSISTANT CHIEF FIRE OFFICE

(REF: COM202) SL05

BASIC SALARY: R 540 960.00 – R 597 336.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant tertiary qualification, preferably a Diploma in Fire Technology •Advances from a divisional commander and has a relevant managerial experience •Senior Management Course •Ambulance Emergency Assistant Course (AEA) •at least 8-12 years relevant experience as a Divisional Commander •Operational experience in full-time Fire & Rescue Service within Local authority fire profession •A registered member with Professional Body i.e. SAESI its prerequisite •Fireman proficiency •Code EC1 Driver's License with PrDP •No Criminal Record.

Required Skills: Computer Literacy. •Conflict management skills •Planning and organising skills •Interpersonal skills •Financial Management Skills •Multilingual. •Negotiation skills •Must not be claustrophobic and acrophobic (fear of heights) •Must be mentally and physically fit in terms of the Fire Brigade Services Act • Relevant SABS Code of Practice •Disaster Management Act (Act 57 of 2002) •Veld Act (Act 101 of 1998) •Municipal Systems Act (Act 32 of 2000) and other related legislations

Key Responsibilities: Manage, administer and implement Fire and Rescue Services within the Operations Section, Emergency Management Services and enforce reactive management within the risk profile of the JB Marks Local Municipality •Ensure the performance is aligned with the approved and accepted service standards •Provide efficient and effective Emergency Services to communities in line with the Fire Brigade Services Act, South African National Standards (SANS 10090) Community Protection against Fire Implement Fire Services Legislation and relevant By-Laws •Manage and direct the Fire Brigade Unit which provides a coordinated, effective and efficient Emergency Operational Services, Fire Safety and Training Services •Ensure a coordinated and integrated provision of Fire services to the Community •Manage Budget and Financial Control of the Division •Manage general Fire Safety Audit Services to promote fire safety in communities to reduce potential life loss.

DIVISION: FIRE BRIGADE SERVICE

DIVISIONAL OFFICER FIRE SAFETY

(REF: COM259-V/R) SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 Relevant tertiary qualification, preferably a Diploma in Fire Technology/Advance Diploma in Fire Technology/Diploma in Fire Engineering / Higher, Diploma in Fire Safety Management, Basic AMBULANCE Course •A minimum of 10 years operational experience of which 3 years must be at supervisory level (platoon commander •Operational experience in full-

time Fire & Rescue Service within Local authority fire profession •A registered member with Professional Body i.e. SAESI its prerequisite •Fireman proficiency •Code EC1 Driver's License with PrDP •No Criminal Record.

Required Skills: Fire Safety Expertise: Deep understanding of fire safety codes, building regulations, fire prevention techniques, and fire suppression systems • Extensive knowledge and knowledge of the following Acts: Fire Brigade Services Act of 1987 (ACT 15 of 1973) •National Building Regulations and Building Standards ACT of 1977 (ACT 103 OF 1977) •Explosives Act of 2023 (ACT 15 of 2003) related to fireworks •Dangerous substances ACT of 1973 (ACT 15 of 1973) •Environmental Conservation ACT of 1977 (ACT 51 of 1977) •Safety at Sport and Recreational Events ACT 2010 (ACT 2 of 2010)

Key Responsibilities: Manages the Fire Safety regional unit in Ventersdorp in relation to the Fire Safety functions •Implementation of the Fire Brigade legislations •Implementation of the Municipal By-Laws •Responsible for law enforcement relating to fire safety •Drafting and issuing of Fire Investigations, Compliance Certifies, Grading Certificates, Grading Certificates, Storage of Dangerous Goods Certificates, Spray Booth Permits, and Transport of Dangerous Goods Permits •Compiling monthly, quarterly and yearly activity reports and submit to the office of the Chief Fire Officer for consolidation.

DIVISION: FIRE BRIGADE SERVICE
FIRE AND RESCUE COMMANDER
(REF: COM205-T/R) SL07

BASIC SALARY: R 443 676.00 – R 489 972.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 / NQF Level 4, Diploma in Fire Technology or equivalent, EC1 Driver's License; BAC/AEA with valid HPCSA registration; •Formal qualifications should include the following areas of training / the incumbent must have attended such courses (High Angel Rescue, Pump Operators, Hazmat Technician, Swift Water Rescue, Vehicle extrication, USR, Middle Management); Swift Water Rescue, Vehicle extrication, USR, Middle Management; PrDP •Minimum of 7 years operational experience of which 2 years must be at Leading Firefighter level •Code EC1 Driver's License with PrDP •No Criminal Record.

Required Skills: Leadership and Management Skills: Ability to manage a large team of firefighters, emergency responders, and support staff •Effective in directing, motivating, and overseeing daily operations Incident Command and Crisis Management: •Expertise in managing and coordinating fire, rescue, and emergency response operations, particularly in high-pressure and large-scale incidents (e.g., multi-structure fires, natural disasters) •Risk Management and Safety Practices: Knowledge of fire safety regulations, building codes, and hazard assessment procedures •Ability to ensure safety in high-risk environments Operational Planning: •Ability to develop and execute operational plans, ensuring resources are allocated efficiently and effectively during emergencies.

Key Responsibilities: Manage, administer and implement Fire and Rescue Services within the Operations Section •Ensure that performance is aligned with approved and accepted service standards •Provide efficient and effective emergency services to communities in line with the Fire Brigade Services Act, South African National Standards (SANS 10090) community protection against fire

SUB-DIVISION: LICENSING
MANAGEMENT REPRESENTATIVE: DRIVING LICENSE TESTING CENTRE
(Ref: COM26 – T/R) SL06
(Ref: COM157 – V/R) SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •Traffic Training Diploma for Examiner for Driving License Grade A • Driving Licence Code A & EC. •Must be registered as an examiner for driving licenses •Management Representative experience will be advantageous Five 3-5 years' practical experience as an examiner for driving license and eNaTIS knowledge •Must have sound knowledge of the National Road Traffic Act •Valid Infrastructure Certificate •Must be trained an fully conversant with the procedure as contained in the latest procedure manual for NaTIS/eNaTIS Operators •No Criminal Record.

Required Skills: Accountability and ethical conduct •Quality oriented •Judgment •Systems thinking •Deadline-oriented •Analytical ability •Task oriented •Prioritising •Professionalism •Positive attitude •Flexibility •Adaptability •Initiative •Live by RTMC values.

Key Responsibilities: Management and Supervision of staff in the driver's license testing statin •Ensure that all driving licensing personnel understands and know the requirements of the applicable Act, regulations and procedure manual •Adhere to specified standards, policies and SOP to prevent and reduce wastage on resources and escalate associated risk •Perform Administrative task in provision of administrative support in respect of all testing functions •Manage the Unit through the development and implementation of operational plan •To build value adding relationship with various minimum requirement as prescribed at all times • Ensure that the appropriate fees are paid over to the Inspectorate for driving licenses testing centres, as prescribed •Ensure that any form of malpractice or violation of the above mentioned be reported to the inspectorate for driving license testing centres, •Ensure that all documentation kept at the testing centre completed in full before any licence or permit can be issued.

SUB-DIVISION: LICENSING
MANAGEMENT REPRESENTATIVE: VEHICLES TESTING STATION
(Ref: COM27 – T/R) SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •Examiner of vehicles Grade "A" Diploma. At least 3-5 years' experience as an Examiner of vehicles at Vehicle Testing Station (VTS) and Registration as an Examiner of vehicles •Experience as Management Representative experience will be advantageous •Must have sound knowledge of the National Road Traffic Act •A valid EC drivers licence •Must be trained and fully conversant with the procedure as contained in the latest procedure manual for NaTIS/eNaTIS Operators •No Criminal Record.

Knowledge & Skills: Trained to be fully conversant with the procedures as contained in the latest procedure as contained in the latest procedure manuals for e-Natis operators. Sound knowledge of the National Road Traffic Act 93/96, SANS 10047 and SANS 10216.

Key Responsibilities: Motor vehicles Examiner management •Examination of Vehicles (All classes as prescribed) •Compile roadworthy test reports •Investigation of transgressions by Examiners •Develop and implement operational plans and workflow processes for the Examiners of motor vehicles •Operate the most recent vehicle test equipment •Advising Management on any need for compliance issues pertaining to the upgrading of testing equipment •Ensure that all levels of technical and managerial competence required at the station are maintained •Submission of statistical returns to the MEC for Community Safety and Transport Management in the North West Province •Handle technical queries and customer complaints •Maintaining of the quality management system.

DIRECTORATE: SPORTS, ARTS, CULTURE AND HERITAGE

SUB-DIVISION: LIBRARIES AND INFORMATION SERVICES
ASSISTANT DIRECTOR: LIBRARY SERVICES
(REF: MUN482) SL03

BASIC SALARY: R 692 928.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •B-Bible/B.LIS/ B. Tech: LIS/B. Information Hons) PG Diploma Library Sciences or equivalent, 4 year post matric qualification will serve as an advantage •5-8 years relevant supervisory experience •Computer literacy, and Registered member of LIASA •Valid Code C1 Driver's licence •Good interpersonal, negotiation and communication skills •Must be Bilingual preferably with English as one of the languages. •No Criminal Record.

Required Skills: Managerial skills •Planning and organising skills •people management •Client orientation and customer care •Communication skills •Knowledge of municipal Legislation and Regulations

Key Responsibilities: The Manager must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: •Develop vision and strategy of the division •Develop and monitor systems, policies, procedures, and processes •Manage provision of Library Services. •Manage the computerized lending system, free internet and Wi-Fi. •Manage the educating and training of public. •Facilitate establishment of village/farm school libraries •Serve on Library Committee •Manage utilisation of resources •Manage performance of employees in the division •Manage human resources and administrative activities.

SECTION: MUNICIPAL HALLS AND CHAMBERS
(GENERAL WORKER) X 4

(Ref: MUN441, 448, 451 & 454) SL18

BASIC SALARY: R 154 476.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 10 •0-2 years' experience •Must be physically fit and Healthy. •No Criminal Record.

NB: A person will be required to work overtime if and when required upon an agreement between both parties

Key Responsibilities: Loading of waste receptacles' Plastic bags, •Refuse drums and Wheelie Bins etc. On the waste trucks or any other waste vehicles •Empty waste receptacles in the street and load it on the waste trucks or any other waste vehicle loading off of waste at the disposal site, assist •Assist in clean up campaigns •washing of waste trucks and waste vehicles and any other tasks as assigned from time to time

DIRECTORATE: TECHNICAL SERVICES

RE-ADVERTISEMENT SECTION: MECHANICAL ENGINEERING AND FLEET MAINTANANCE SENIOR MECHANICAL ENGINEERING TECHNICIAN Ref: TEC 338 (SL04)

BASIC SALARY: R 612 276.00 – R 643 392.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant National Diploma/B-Tech/B Degree in Mechanical Engineering and eligibility for registration as Pr Eng •Computer literacy: MS •Experience: 5-8 years' relevant experience •Valid EC Driver's license with PrDP •No Criminal Record.

Required Skills: Technical Skills •Planning and organising skills •good interpersonal skills •project management skills •communication skills •Strategic Management Skills •Business Management Skills •Communication Skills (verbal and written) •Financial Management Skills •Negotiating Skills and Conflict Handling Skills •Must be able to work under pressure

Key Responsibilities: Budgeting, Planning and monitoring work within the Mechanical Workshop •Supervising the implementation of job cards •Manage and control procurement of parts, tyres and batteries for all vehicles •Managing parts stock levels •Report on workloads, participating in life cycle monitoring of all council vehicles and giving advice to Line Managers and other supervisors •Develop safe working procedures and ensure compliance with OHSA •General administration for personnel and record keeping and Quality control.

SUB-DIVISION: PLANNING AND PROJECT MANAGEMENT CIVIL ENGINEERING TECHNICIAN: DESIGNS (Ref: TEC06) SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •National N Diploma/ National Diploma in civil Engineering or NQF level 6 qualification in the built environment •Excellent verbal and written communication •Valid driver's license •3-5 years' experience in Local government. •No Criminal Record.

Required Skills: Sound knowledge and understanding of Civil Engineering Design codes & standards, ability to interpret design drawings, project management •People management skills •Excellent verbal and written communication, Computer literacy and proficiency in CAD software

Key Responsibilities: Site visits and generating site visit reports for projects and developments to ensure compliance as required by various spheres of government, facilitate and attend site meetings •liaising with service providers responsible, •Adequate filing of close out information and working drawings within the department •Liaising with relevant stakeholders on new Developments, review of site development plans and designs to ensure compliance with applicable legislations, monthly and quarterly reporting, project management of projects implemented through the design office •Liaising with the project management unit to ensure proper planning alignment in service delivery and IDP.

SECTION: ELECTRICAL CONSTRUCTION AND MAINTANANCE ELECTRICIAN X 5

(Ref: TEC272, 273, 280, 283 & TEC363) SL09

BASIC SALARY: R 329 760.00 – R 382 272.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12, •N2 Electrical Engineering qualification •Should be a qualified Electrician with Pump and Electrical Motor experience and 11 kV overhead and cable supply, low voltage networks and at least •2-3 years municipal experience •Trade Test is a requirement •3 Years' applicable working experience after acquiring a Trade Test certificate •Code 10 drivers' licence with PrDP •Ability to do high tension switching •Ability to work under pressure. •No criminal record. (MSR, pg. 77)

Key Responsibilities: Execution of the Construction, Installation, maintenance and repairs of high and Low voltage electrical infrastructure network requirements of the Overhead Mains, •Underground Mains, Services •Installations and Meter and Test Sections in a Safe, cost effective and efficient manner in accordance with the Occupation Health & Safety Act, 1993 for the distribution of electricity to consumers.

SECTION: MECHANICAL ENGINEERING AND FLEET MAINTANANCE

MECHANIC X4

(Ref: TEC340, 343, 344 & TEC345) SL09

BASIC SALARY: R 329 760.00 – R 382 272.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 or equivalent N2 level certificate •Trade certificate •Experience: 2-3 years' experience required; and Trade certificate 2-3 years' experience required •Valid EC Driver's license with PrDP •No criminal record.

Required Skills: An in-depth understanding of health and safety compliance rules; Basic knowledge of hand and power tools •An excellent grasp of mechanical equipment; The willingness to keep up-to-date with technological advances in the field; A great set of communication skills; Patience in getting the best results out of a mechanical servicing task.

Key Responsibilities: Build and assemble machines or mechanical components according to requirements •Inspect machines, engines, transmissions etc. and run diagnostic tests to discover functionality issues •Conduct repairs aiming for maximum Reliability •Troubleshoot reported problems and resolve them in a timely manner •Perform thorough maintenance on machinery, equipment and systems •Clean and apply lubricants to machinery components •Replenish fluids and components of engines and machinery •Provide consultation on correct maintenance and preventative measures to machine or vehicle users •Undertake other duties as assigned (e.g. repair of hydraulic systems, painting vehicles etc.) •Keep logs of work and report on issues.

DIRECTORATE: ENVIRONMENT, WATER & SANITATION

SUB-DIVISION: WATER AND SANITATION

SENIOR ENGINEERING TECHNICIAN: WATER AND SEWER NETWORK)

(REF: TEC 16) SL04

BASIC SALARY: R 612 276.00 – R 643 392.00 PER ANNUM (EXCL. BENEFITS)

Requirements: Grade 12 •A relevant National Diploma in Engineering and registration as Pr Technician Eng. •Minimum of 5-8 years relevant experience within water, sewer networks and related infrastructure •Knowledge in Computer Aided Design. •Valid Driver's license Code C1 •Software (CAD) and computer competency (MS Office & MS Projects) •Relevant municipal experience would be an advantage •Knowledge and experience of the Blue and Green Drop processes •Knowledge and experience in Water Conservation Demand Management (WCDM) •A valid driver's licence •Ability to work closely with contractors and consultants as team leader •Project Management and the management of staff in a sub-section of the Engineering Services Directorate will be required. •No Criminal Record.

Required Skills: perform well-defined activities •applies a known body of knowledge •work independently and seeks advice as and when required •supervises and coordinates other members of the engineering team •Technical Skills •planning and organising skills •Good interpersonal skills •project management skills •communication skills •Strategic Management Skills •Business Management Skills •Communication Skills (verbal and written) •Financial Management Skills •Negotiating Skills and Conflict Handling Skills •Must be able to work under pressure

Key Responsibilities: Responsible for the day to day safe and efficient running of the Water and Sewer Unit •Ensure that all Water and Sewer section policies, procedures and strategies are in line with relevant legislative and statutory rules and regulations •Ensure and monitoring the development of WSDP and Master Plans. Develop and manage the operational budget for the unit •Develops and Implement Tasks SOP's and safe working procedures for the Maintenance teams •Carry out a range of technical and monitoring duties associated with various works/projects in order to facilitate efficient, effective municipal infrastructure maintenance, planning and design (including new township developments & external service applications). Implement a proper system that will ensure that there are records of all completed maintenance tasks & projects in the form of Close-out reports, survey and as-built drawings on CAD & GIS Software •Continuously liaising with service providers for site meetings, project progress, reporting and stakeholder meetings •compile and update statistics for Blue and Green drop files, financial reports and any other legislative reports •Ensure effective performance of the maintenance teams, monitor daily attendance of staff •Authorise and control taking of leave by employees •Ensure that all works in the unit are carried out effectively and efficiently to deliver services •Set targets, compile weekly and monthly reports on various tasks & projects •Advise Management on Municipal infrastructure that needs to be replaced as their maintenance costs are high than replacement costs •Manages all operations maintenance related to sewerage and water purification works and maintenance of internal as well as bulk water sewerage reticulation •check data that all work is done drafted plans, building plans and specifications to make sure that all work done are in accordance with specifications •compile and update statistics for Blue and Green drop files •Draft and compile specification reports for capital projects •compiles and submits deviation reports on emergency breakages on all pumps and motor applicable to water supply and water purification operation •Does inspection on all departmental maintenance work done on buildings.

SUB-DIVISION: WATER AND SANITATION
SUPERINTENDANT: WATER AND SANITATION
(Ref: TEC191) SL05

BASIC SALARY: R 540 960.00 – R 597 336.00 PER ANNUM (EXCL. BENEFITS)
(The incumbent will be expected to work shifts, weekends and standby as regulated)

Requirements: Grade 12 Tertiary qualification in Civil engineering (Water and Sewer environment) A passed Trade test as Plumber (Trade Test Certificate to be included) will be an advantage Approximately 5 years' proven experience in the Water & Sewer sector at the appropriate level Valid code C driver's license, with PrDP Own reliable vehicle (Travelling to be financially reimbursed through the Essential Car User Scheme) Computer literacy Effective communication skills in at least two official languages Working within the Municipal environment will be an added advantage •No criminal record.

Required Skills: Must be able to withstand stress •Must be normal healthy, physically fit with good eyesight, speech and listening skills
•Must be able to work in confined areas •With computer literacy on MS office packages •Filing and administration

Key Responsibilities: Compiling a maintenance program for sewer networks •Planning, coordinating and supervising the execution of construction and maintenance activities of water, Sewer and related ad hoc activities, quality management control of work done by contractors •Specifying the materials and methods to be used for maintenance •Coordinating new sewer connections •Coordinating the quality control on all maintenance work •Ensuring that all sewer lines and manholes are in good working condition at all times •Ensuring safety of workers and public is adhered to during maintenance work by erecting warning signs at appropriate places •Ensuring that all excavations are backfilled, compacted and tarred where necessary •Assisting with the preparation and compilation of capital and operational budgets •Controlling of expenditure •Coordinating of all insurance claims •Monitoring performance of staff and taking corrective actions as and when necessary •Planning and controlling daily deployment of subordinates and equipment.

SUB-DIVISION: SEWER AND WATER PURIFICATION SERVICES
SUPERINTENDANT: SEWER PURIFICATION
(REF: TEC144) SL05

BASIC SALARY: R 540 960.00 – R 597 336.00 PER ANNUM (EXCL. BENEFITS)
(The incumbent will be expected to work shifts, weekends and standby as regulated)

Requirements: The position requires a person to be a class V process controller with the following minimum qualifications and experience: Grade 12 •National Diploma in Wastewater or NTC V, or a three years BSC community water services with 5-8 years' experience, Working within the Municipality will be an added advantage. •Valid C Driver's license with PrDP •No criminal record.

Required Skills: Must be able to withstand stress •Must be normal healthy, physically fit with good eyesight, speech and listening skills
•Must be able to work in confined areas. With computer literacy on MS office packages. Filing and administration

Key Responsibilities: Ensure proper operation of the mechanical, electrical and electronic equipment as well as the civil structures within the waste Water Treatment Plant according to the operations and maintenance manual •Interpretation of analytical results and treatment process optimization. Ensure that operational monitoring data are properly collected and recorded •Operate the works to ensure compliance to Green Drop requirements •Investigate specific complaints and or inspect the condition of the waste water treatment works, advice on outcome and provide guidance on the interpretation of requirements and Procedures •Knowledge of materials suppliers and equipment needed for effective maintenance programme •Basic budget administration.

SUB-DIVISION: WATER PURIFICATION SERVICES
ASSISTANT SUPERINTENDANT: WATER PURIFICATION
(Ref: TEC169) SL06

BASIC SALARY: R 489 972.00 – R 540 960.00 PER ANNUM (EXCL. BENEFITS)
(The incumbent will be expected to work shifts, weekends and standby as regulated)

Requirements: The position requires a person to be a class V process controller with the following minimum qualifications and experience: Grade 12 with a National Diploma in Water Care or NTC VI, or a three years BSC community water services with 3 years' experience in a Water Treatment Environment or NTC III plus Operator Certificate/Water Treatment practice N3 with 6 years' experience and a code 08/B drivers licence. Working within the Municipality will be an added advantage •Valid C Driver's license with PrDP •No criminal record.

Required Skills: Must be able to withstand stress •Must be normal healthy, physically fit with good eyesight, speech and listening skills
•Must be able to work in confined areas •With computer literacy on MS office packages. Filing and administration

Key Responsibilities: Ensure proper operation of the mechanical, electrical and electronic equipment as well as the civil structures within the Water Treatment Plant according to the operations and maintenance manual • Interpretation of analytical results and treatment process optimization • Ensure that operational monitoring data are properly collected and recorded • Operate the works to ensure compliance to Blue Drop requirements. Investigate specific complaints and or inspect the condition of the Water treatment works, advice on outcome and provide guidance on the interpretation of requirements and procedures. • Knowledge of materials suppliers and equipment needed for effective maintenance programme • Basic budget administration.

**SUB-DIVISION: WATER AND SANITATION
SUPERINTENDANT: WATER AND SANITATION**

(Ref: TEC191) SL05

BASIC SALARY: R 540 960.00 – R 597 336.00 PER ANNUM (EXCL. BENEFITS)

(The incumbent will be expected to work shifts, weekends and standby as regulated)

Requirements: Grade 12 Tertiary qualification in Civil engineering (Water and Sewer environment) A passed Trade test as Plumber (Trade Test Certificate to be included) will be an advantage Approximately 5 years' proven experience in the Water & Sewer sector at the appropriate level Valid code C driver's licence, with PrDP Own reliable vehicle (Travelling to be financially reimbursed through the Essential Car User Scheme) Computer literacy Effective communication skills in at least two official languages Working within the Municipal environment will be an added advantage • No criminal record.

Required Skills: Must be able to withstand stress • Must be normal healthy, physically fit with good eyesight, speech and listening skills • Must be able to work in confined areas • With computer literacy on MS office packages • Filing and administration

Key Responsibilities: Compiling a maintenance program for sewer networks • Planning, coordinating and supervising the execution of construction and maintenance activities of water, Sewer and related ad hoc activities, quality management control of work done by contractors • Specifying the materials and methods to be used for maintenance • Coordinating new sewer connections • Coordinating the quality control on all maintenance work • Ensuring that all sewer lines and manholes are in good working condition at all times • Ensuring safety of workers and public is adhered to during maintenance work by erecting warning signs at appropriate places • Ensuring that all excavations are backfilled, compacted and tarred where necessary • Assisting with the preparation and compilation of capital and operational budgets • Controlling of expenditure • Coordinating of all insurance claims • Monitoring performance of staff and taking corrective actions as and when necessary • Planning and controlling daily deployment of subordinates and equipment.

**RE-ADVERTISEMENT
SUB-DIVISION: WATER PURIFICATION PLANT
SENIOR PROCESS CONTROLLER**

(Ref: TEC170) T/R SL07

BASIC SALARY: R 443 676.00 – R 489 972.00 PER ANNUM (EXCL. BENEFITS)

(The incumbent will be expected to work shifts, weekends and standby as regulated.)

Requirements: The position requires a person to be a class IV process controller with the following minimum qualifications and experience: Grade 12 with a National Diploma in Water Care or NTC III, plus Operator Certificate Class IV with 5 years' experience. Working within the Municipality will be an added advantage. • Valid Driver's license with PrDP • No criminal record.

Required Skills: Must be able to withstand stress • Must be normal healthy, physically fit with good eyesight, speech and listening skills • Must be able to work in confined areas. With computer literacy on MS office packages. Filing and administration

Key Responsibilities: Ensure proper operation of the mechanical, electrical and electronic equipment as well as the civil structures within the Water Treatment Plant according to the operations and maintenance manual. Interpretation of analytical results and treatment process optimization. Ensure that operational monitoring data are properly collected and recorded. Operate the works to ensure compliance to Blue Drop requirements. Investigate specific complaints and or inspect the condition of the water treatment works, advice on outcome and provide guidance on the interpretation of requirements and procedures. Knowledge of materials suppliers and equipment needed for effective maintenance programme. Basic budget administration.

**RE-ADVERTISEMENT
SUB-DIVISION: WATER PURIFICATION PLANT
PROCESS CONTROLLER**

(Ref: TEC172 & 173) T/R SL08

BASIC SALARY: R 391 884.00 – R 432 756.00 PER ANNUM (EXCL. BENEFITS)

(The incumbent will be expected to work shifts, weekends and standby as regulated)

Requirements: The position requires a person to be a class IV process controller with the following minimum qualifications and experience: Grade 12 with a NTC III in Water Care, plus Operator Certificate Class IV with 3 to 5 years' experience, and a code 08/B driver's licence. Working within the Municipality will be an added advantage. •Valid Driver's license with PrDP •No criminal record.

Required Skills: Must be able to withstand stress • Must be normal healthy, physically fit with good eyesight, speech and listening skills
•Must be able to work in confined areas. With computer literacy on MS office packages. Filing and administration

Key Responsibilities: Ensure proper operation of the mechanical, electrical and electronic equipment as well as the civil structures within the Water Treatment Plant according to the operations and maintenance manual. Interpretation of analytical results and treatment process optimization. Ensure that operational monitoring data are properly collected and recorded. Operate the works to ensure compliance to Blue Drop requirements. Investigate specific complaints and or inspect the condition of the Water treatment works, advice on outcome and provide guidance on the interpretation of requirements and procedures. Knowledge of materials suppliers and equipment needed for effective maintenance programme. Basic budget administration.

RE-ADVERTISEMENT
SUB-DIVISION: SEWER PURIFICATION PLANT
SENIOR PROCESS CONTROLLER
(Ref: TEC219) V/R SL07

BASIC SALARY: R 443 676.00 – R 489 972.00 PER ANNUM (EXCL. BENEFITS)
(The incumbent will be expected to work shifts, weekends and standby as regulated)

Requirements: The position requires a person to be a class IV process controller with the following minimum qualifications and experience: Grade 12 with a NTC III in Wastewater, plus Operator Certificate Class IV with 5 years' experience, and a code 08/B driver's licence. Working within the Municipality will be an added advantage. •No Criminal Record.

Required Skills: Must be able to withstand stress • Must be normal healthy, physically fit with good eyesight, speech and listening skills
•Must be able to work in confined areas. With computer literacy on MS office packages. Filing and administration

Key Responsibilities: Ensure proper operation of the mechanical, electrical and electronic equipment as well as the civil structures within the Waste Water Treatment Plant according to the operations and maintenance manual. Interpretation of analytical results and treatment process optimization. Ensure that operational monitoring data are properly collected and recorded. Operate the works to ensure compliance to Green Drop requirements. Investigate specific complaints and or inspect the condition of the waste water treatment works, advice on outcome and provide guidance on the interpretation of requirements and procedures. Knowledge of materials suppliers and equipment needed for effective maintenance programme. Basic budget administration.

RE-ADVERTISEMENT
SUB-DIVISION: SEWER PURIFICATION PLANT
PROCESS CONTROLLER
(REF: TEC220, 221 & 222) V/R SL08

BASIC SALARY: R 391 884.00 – R 432 756.00 PER ANNUM (EXCL. BENEFITS)
(The incumbent will be expected to work shifts, weekends and standby as regulated)

Requirements: The position requires a person to be a class IV process controller with the following minimum qualifications and experience: Grade 12 with a NTC III in Wastewater, plus Operator Certificate Class IV with 3 to 5 years' experience, and a code 08/B driver's licence. Working within the Municipality will be an added advantage. •No Criminal Record.

Required Skills: Must be able to withstand stress • Must be normal healthy, physically fit with good eyesight, speech and listening skills
•Must be able to work in confined areas. With computer literacy on MS office packages. Filing and administration

Key Responsibilities: Ensure proper operation of the mechanical, electrical and electronic equipment as well as the civil structures within the Waste Water Treatment Plant according to the operations and maintenance manual. Interpretation of analytical results and treatment process optimization. Ensure that operational monitoring data are properly collected and recorded. Operate the works to ensure compliance to Green Drop requirements. Investigate specific complaints and or inspect the Condition of the waste water treatment works, advice on outcome and provide guidance on the interpretation of requirements and procedures. Knowledge of materials suppliers and equipment needed for effective maintenance programme. Basic budget administration.

**RE-ADVERTISEMENT
SUB-DIVISION: SEWER PURIFICATION PLANT
PROCESS CONTROLLER**

(REF: TEC145, 146 & 147) T/R (SL08)

**BASIC SALARY: R 391 884.00 – R 432 756.00 PER ANNUM (EXCL. BENEFITS)
(The incumbent will be expected to work shifts, weekends and standby as regulated)**

Requirements: The position requires a person to be a class IV process controller with the following minimum qualifications and experience: Grade 12 with a NTC III in Wastewater, plus Operator Certificate Class IV with 3 to 5 years' experience, and a code 08/B driver's licence. Working within the Municipality will be an added advantage. •No Criminal Record.

Required Skills: Must be able to withstand stress • Must be normal healthy, physically fit with good eyesight, speech and listening skills
•Must be able to work in confined areas. With computer literacy on MS office packages. Filing and administration

Key Responsibilities: Ensure proper operation of the mechanical, electrical and electronic equipment as well as the civil structures within the Waste Water Treatment Plant according to the operations and maintenance manual. Interpretation of analytical results and treatment process optimization. Ensure that operational monitoring data are properly collected and recorded. Operate the works to ensure compliance to Green Drop requirements. Investigate specific complaints and or inspect the Condition of the waste water treatment works, advice on outcome and provide guidance on the interpretation of requirements and procedures. Knowledge of materials suppliers and equipment needed for effective maintenance programme. Basic budget administration.

CLOSING DATE: 10 OCTOBER 2025

JB Marks Local Municipality offers the following benefits: Medical aid, pension fund, group life insurance, UIF, 13th cheque and housing subsidy (terms and conditions apply).

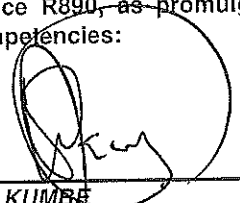
Applications, accompanied with a covering letter clearly stating the name of the post applied for as well as the reference number, together with certified copies of your qualifications, Driver's License and your ID book/card, can be hand-delivered at the Directorate: Corporate Services (Human Resource Management – Old FNB Building), Corner of Walter Sisulu Avenue and Nelson Mandela Drive Streets, Potchefstroom or posted, on time to the Directorate: Corporate Services, P.O. Box 113, Potchefstroom, 2520.

All enquiries must be directed to the Human Resource Sub Directorate, S. Madlola and J. Mosenogi at (018) 299 5904/5936/5207 and 018 -264 8500/8592 during office hours (08:00 – 16:30).

The Municipality reserves the right not to make any appointment in any of the above posts.

NB: JB Marks Local Municipality is an Equal opportunity Affirmative Action employer, therefore it welcomes applications from people with disabilities and this position must be filled in line with our EE targets • Canvassing of Councillors or employees, in respect of the position, will lead to immediate disqualification of the application • Only candidates shortlisted for interviews will be corresponded with. •Due to the number of vacancies advertised, faxed or e-mailed applications will not be accepted. For all Re- advertised posts, candidates who previously applied are encouraged to re-apply. Please note that if candidates are not contacted within three months (90 days) after the closing date, please accept that your application was unsuccessful and communication will be limited to successful candidates. **Please note that the salary levels of the advertised posts might be affected by the outcomes of the job evaluation process.** The recommended candidates will be required to undergo screening and background checks, including inter alia verification of curriculum vitae, all qualifications and criminal records. Appointments will only be made upon successful verification thereof.

NB: The competency level for these positions are aligned to Annexure A of the Municipal Staff Regulations, Government Notice R890, as promulgated in Government Gazette 45181, dated 21 September 2021 and comprises of the following competencies:


KW KUMBE
MUNICIPAL MANAGER
EXTERNAL NOTICE: 75/2025