



# AGANANG LOCAL MUNICIPALITY

PO Box 990  
Juno  
0748

Tel: 015 295 1400  
Fax: 015 295 1401/ 1447  
E-Mail: [admin@aganang.gov.za](mailto:admin@aganang.gov.za)  
Website: [www.aganang.gov.za](http://www.aganang.gov.za)

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Ref 4/3

Enq: Manamela PI

05 March 2014

## EXTERNAL AND INTERNAL VACANT POSITIONS

### Department: Community Services

#### **1. Contravention Clerk: Permanent (Re –advert)**

**Salary:** R 88 470.70 per annum (excluding benefits)  
**Requirements:** Grade 12 & AARTO Certificates or eNatis Certificate  
Code B Driving license,

Key performance Area: Capturing handwritten infringements. Recording infringement payments. Receive monies for infringers. Querying infringements.

#### **2. eNaTis Clerk. Permanent (Re- advert)**

**Salary:** R 88 470.70 per annum (excluding benefits)  
**Requirements:** Grade 12, eNaTis Certificate, Minimum of 1 year relevant Experience will be added advantage, knowledge of municipal legislations, Computer literacy.

**Key Performance Areas:** Do transactions of all bookings i.e. learners license, driving license PDP queries, renewal of license cards and motor vehicle, inform the supervisor about any eNaTis problem encountered, Issue learners licenses, driving license, Professional Driving Permit, Assist the Municipality in curbing corruption.

### Department: Budget & Treasury

#### **3. Accountant Assets: Permanent**

**Salary:** R173 836.33 (excluding Benefits)  
**Requirements:** National Diploma in Financial/Management Accounting.  
Minimum of 1-2 years relevant experience. Sound knowledge of legislations governing municipalities.  
Computer literacy (Excel & word) is prerequisite.

**Key Performance Areas:** Implement internal control for assets management.  
\*Prepare accurate fixed assets register. Ensure that all assets can be properly accounted for at all times. Undertake regular stock-take (asset verification) and manage the process. Investigate and resolve stock take discrepancies. Report lost or damaged assets to the supervisor. Ensure that procedures for disposal of assets are adhered to. Ensure that municipal assets are insured and barcoded. Correctly classify assets. Assist in preparation of Budget and Annual Financial Statements.

#### **4. Senior Procurement Officer: Permanent (Re – advert)**

**Salary:** R 242 285.94 per annum (excluding benefits)  
**Requirements:** Bcom degree in Accounting or in Supply Chain or equivalent qualification. Minimum of 2-3 year relevant experience (SCM), valid driver's license

**Competencies:** Good communication skills, Knowledge and understanding of SCM Policies and Regulations, knowledge of municipal and treasury legislations, regulations and guidelines, Computer literacy, knowledge of relevant National Treasury Circulars, Good interpersonal relations and presentation skills.

**Key Performance Areas:** Develop and implement demand management plan. Coordinate the drafting of tender document. Coordinate the Bid meetings. Authorise orders. Coordinate appointment of service providers. Develop, implement and advice on supply chain delivery framework and strategy ensuring compliance with practices processes and legislative requirements. Implement SCM policies and legislations, implementation of all SCM functions.

#### **5. Intern Finance (2years contract)**

**Total Salary:** R120 000 (all inclusive)  
**Requirements:** Grade 12 plus National Diploma/Bcom in Accounting/Financial Management. Computer literacy.

**Key Performance Areas:** Preparation of Annual Financial Statement, Budget preparation. Financial reporting. Supply chain Management Income and Expenditure Management Assets and liability Management.

### **Department: Office of Municipal Manager**

#### **1. Media Liaison Officer: Permanent**

**Salary:** R173 836.33 (excluding Benefits)  
**Requirements:** National Diploma in Journalism/Communications. Minimum of 1-2 years relevant experience. Sound knowledge of legislations governing municipalities. Valid B driver's license  
Computer literacy (graphic designing & word) is prerequisite.

**Key Performance Areas:** Render media liaison and external communication support to municipal programmes and activities: Promote and publicise all aspects of the municipality programmes and activities; develop and implement media strategies; develop and manage the content for internal and external publications; research and be able to use the information strategically; Manage, maintain and update stakeholder and media databases; Participate in the writing of the municipality 's annual reports, newsletters, internal publications, website, internet ,reports, pamphlets, invitations, media releases including advertorials, project profiles, posters and letters to the Editor; Manage social media uploading including social media enquiries and responses. Contribute articles to the internal newsletter and other municipal publications; Facilitate publications distribution strategies; Manage the functionality aspects of photography, layout and design, branding and coordinate media interviews; undertake daily media analysis and compile monthly publication and departmental reports; constantly interact and build relationships with journalists and media houses; design posters and messages for external use; Coordination and management of the municipal corporate identity, image, and reputation; Attend to media enquiries from journalists; be an effective municipal

spokesperson when required by the media for interviews; undertake other duties from departments in the municipality when necessary and duties assigned by the Senior Communications Officer.

**Department: Economic Development & Planning**

**1. Town Planner: Permanent**

**Salary:** R173 836.33 (excluding Benefits)

**Requirements:** National Diploma in Town Planning. Registered with Professional planning bodies Minimum of 1-2 in land use management. Knowledge and understanding of land use legislative requirements and processes. Valid B driver's license.

**Key performance Area: Perform** proper control and implementation of land use regulations in order to ensure effective land use management. \*Advice communities on issues pertaining to land use. \*Assist in approvals of Building Plans. \*Implement the SDF,LUMS and other land use related plans and strategies.

NB: Recommended candidates will undergo security vetting.

Applicants should forward their application letter indicating the positions they are applying for, Comprehensive CV with certified original copies of qualifications and copy of ID document certified not older than 3 months. (The Municipal Manager, Aganang Local Municipality, PO Box 990, Juno, 0748 or hand-deliver application at Aganang Municipal Offices (Gilead road & Cnr Knobel Road), Strictly at Registry Office. Faxed, emailed, Z83 and late applications will NOT be accepted. **Closing Date: 25 March 2014.** Enquiry: Snr HR Officer PI Manamela. Contact details: 015 295 1400.

**NB: Aganang Local Municipality reserves the right not to appoint the advertised posts.**

***Aganang Local Municipality is an equal opportunity affirmative action employer with clear employment equity targets. Women and People with Disability are encouraged to apply.***

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