



MODIMOLLE-MOOKGOPHONG LOCAL MUNICIPALITY

INTERNAL/EXTERNAL ADVERTISEMENTS

MANAGER: COMMUNICATION SERVICES
DEPARTMENT: OFFICE OF MUNICIPAL MANAGER
LOCATION: MODIMOLLE OFFICE
REFERENCE: HRM 01/10/2025

REMUNERATION	R737 689-38 per annum Entry Level plus travelling allowance	TASK LEVEL: 16
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	5 Years relevant experience of which 3 years is in a supervisory capacity.	
REQUIREMENTS	<ul style="list-style-type: none"> • B degree in Public relations/Communications Science/ Journalism or equivalent. • No Criminal Record. • Driver's Licence. 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Integrated Development Planning (IDP). • Provide communication services strategic support to the municipality. • Manage internal and external communication and liaison in promoting the municipality integrated communication strategies. • Designing and publishing municipal marketing material and initiatives. • Manage and coordinate execution of events for the municipality. • Human resources management. 	

MANAGER: IDP
DEPARTMENT: OFFICE OF MUNICIPAL MANAGER
LOCATION: MODIMOLLE OFFICE
REFERENCE: HRM 02/10/2025

REMUNERATION	R737 689-38 per annum Entry Level plus travelling allowance	TASK LEVEL: 16
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	5 Years relevant experience of which 3 years is in a supervisory capacity.	
REQUIREMENTS	<ul style="list-style-type: none"> • B degree in Development studies or equivalent • Valid Driver's Licence • No Criminal Records 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • DP Planning and process monitoring • Align the IDP review with annual budget planning 	

	<ul style="list-style-type: none"> • Review the IDP annually with the identified core components of the legislation and conform to the strategic plan of council • Develop and implement the sections operational plans • Design a public participation programme forward level and IDP representative forum meetings. • Manage stakeholder consultation and participation in the development and finalisation of the IDP. • Drafts and distribute IDP • IDP progress, reporting and stakeholders relations • Align the district framework plan with municipal IDP process plan • Human Resource Management
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MANAGER TRAFFIC (SOUTH)
DEPARTMENT: SOCIAL & COMMUNITY SERVICES
LOCATION: MODIMOLLE OFFICE
REFERENCE: HRM 0/10/2025

REMUNERATION	R737 689-38 per annum Entry Level plus travelling allowance	TASK LEVEL: 16
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	8 years in Traffic / Licensing and Testing of which 5 years at supervisory level	
REQUIREMENTS	B Degree in Transportation Traffic Diploma Diploma in Driving Licenses A valid drivers' licence	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Lead and manage the Licensing and Testing Unit in order to provide efficient testing and licencing services to the Municipality, according to the Road Traffic Act. • Road Traffic laws are complied with prior to certification or issuing of licences. • Enforcement of Road Traffic Act. • Development of Traffic Policies. 	

SUPERINTENDENT TRAFFIC
DEPARTMENT: SOCIAL & COMMUNITY SERVICES
LOCATION: MODIMOLLE
REFERENCE: HRM 04/10/2025

REMUNERATION	R461 350-76 per annum Entry Level plus travelling allowance	TASK LEVEL: 12
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	2-3 years relevant experience	
REQUIREMENTS	<ul style="list-style-type: none"> • ITO 3 Diploma, Traffic officer Diploma • Diploma Grade A • Code A + EC Driver's License 	

	<ul style="list-style-type: none"> • Registered as Traffic Officer, Examiner of Vehicles and Examiner driver's • Registered as Traffic Officer, Examiner of Vehicles and Examiner driver's and Examiner of driver's licenses and NATIS user • No criminal record
RESPONSIBILITIES	<ul style="list-style-type: none"> • Operational planning • Coordinate implementation of Law Enforcement Operations • Performs traffic services to ensure the executing of all law enforcement responsibilities. • Monitor sequences associates with implementation of statutory laws and by laws. • Monitor completion and submissions of case files • Educates and trains public and staff to enhance traffic law adherence • Traffic Policing/ Road Safety • Communication and reporting

INTERNAL AUDITOR

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

LOCATION: MODIMOLLE

REFERENCE: 05/10/2025

REMUNERATION	R461 350-76 per annum Entry Level	TASK LEVEL: 12
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	2-3 years relevant experience	
REQUIREMENTS	National Diploma in Internal Audit/Accounting or equivalent Registration with the Institute for Internal Auditors	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Implement Internal Audit policies • Conduct operations relating to implementation of internal audit processes. • Implement internal audit project delivery. • Provide administrative support in the unit 	

ACCOUNTANT PAYROLL

DEPARTMENT: BUDGET AND TREASURY

LOCATION: MODIMOLLE/MOOKGOPHONG OFFICE

REFERENCE: HRM 06/10/2025

REMUNERATION	R461 350-76 per annum Entry Level	TASK LEVEL: 12
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	2-3 years relevant experience	
REQUIREMENTS	<ul style="list-style-type: none"> • National Diploma in cost management accounting/accounting/ Economics/ finance • MFMP Certificate • No criminal records 	

RESPONSIBILITIES	<ul style="list-style-type: none"> • Co-ordinates the application of procedures and sequences associated with administration and processing of creditor accounts and payroll and salary information. • Capturing salary and wage information for employees/ councillors against specific control votes and inserting required information with respect to benefits to activate deduction sequences. • Preparing, extracting and validating payroll reports and proceeding with the printing of payslips upon approval. • Attending to the payment of salary / allowances, completing bank deposit instructions and/ or posting of payment notification/ advice/ non-negotiable cheques. • Auditing and calculation of all crew timecards and the contractual payments of all cast, writers, directors, and producers.
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ACCOUNTANT SUPPLY CHAIN MANAGEMENT

DEPARTMENT: BUDGET & TREASURY

LOCATION: MODIMOLLE OFFICE

REFERENCE: HRM 07/10/2025

REMUNERATION	R461 350-76 per annum Entry Level	TASK LEVEL: 12
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	2-3 years relevant experience	
REQUIREMENTS	<ul style="list-style-type: none"> • National Diploma: Supply Chain Management / Logistics. • Computer Literacy • No criminal record • MFMP Certificate as an added advantage 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • To procure goods and services for the municipality in a manner which is fair, transparent, equitable, efficient and cost effective • Compliance and Administration of Bid • Develop and implement Procurement Schedule • Provide advice to user departments on the bidding Process • Draft evaluation report and submit to compliance for further compliance • Facilitate the sitting of the acquisition committees • Schedule acquisition committee meetings • Distribute or circulate acquisition committee schedule to committee members • Check goods received against orders placed on suppliers • Approve issued goods in the system • Monitor that requisitions are captured daily in the system • Conduct stock counting on a quarterly basis. • Compile/develop a final valued Conduct market industry analysis • Capture physical stock on hand in the system 	

ACCOUNTANT ANNUAL FINANCIAL STATEMENTS**DEPARTMENT: BUDGET & TREASURY****LOCATION: MODIMOLLE OFFICE****REFERENCE: HRM 08/10/2025**

REMUNERATION	R461 350-76 per annum Entry Level	TASK LEVEL: 12
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	3 years relevant experience	
REQUIREMENTS	<ul style="list-style-type: none">• National Diploma in Financial Management / Financial Accounting• Computer Literacy• No criminal record• MFMP Certificate as an added advantage	
RESPONSIBILITIES	<ul style="list-style-type: none">• Provide an effective management and control of all financial functions incorporating Accounting, treasury management and financial management.• Implement and Coordinate the financial reporting and information management process of the municipality by adhering to Legislative, National, Provincial and Council timelines and requirements;• Oversee the timely preparation, submission and publication of statutory reports;• Support the CFO to analyse and evaluate financial reports, and to guide planning in respect of strategies and goals• Coordinate the annual budgeting process to ensure that the strategic direction of the municipality is reflected in the budget;• Coordinate the utilisation of the budget in line with Council plan and approval and take corrective action where required;• Interpret financial requirements of Council and suggest the most appropriate means of achieving objectives within budgetary constraints and sustainability;	

GENERAL

Applications should be submitted from Modimolle Mookgophong Local Municipality application form obtained from the municipality or at www.mmlm.gov.za and must be completed in full.

Certified copies of your identity document, drivers licence and qualifications, CV and particulars of at least three contactable work related work related references must be attached, and submitted to The Acting Municipal Manager, Private Bag X 1008, Modimolle 0510 or deliver personally at OR Tambo Building, OR Tambo Square, 1 Harry Gwala Street Modimolle 0510.

All general enquiries should be directed to Human Resources Personnel, at (014)718-2037 or (014) 717-2012 during office hours (07h30 – 16h15)

NB: THOSE WHO PREVIOUSLY APPLIED ARE NOT ENCOURAGED TO RE-APPLY.

CLOSING DATE: 24th October 2025 @12PM

A handwritten signature in black ink, appearing to read 'LC Malema', is written over a horizontal line. The signature is enclosed within a hand-drawn circle.

**LC MALEMA
ACTING MUNICIPAL MANAGER**



MODIMOLLE-MOOKGOPHONG LOCAL MUNICIPALITY

INTERNAL/EXTERNAL ADVERTISEMENTS

LEGAL OFFICER DEPARTMENT: CORPORATE SERVICES LOCATION: MODIMOLLE OFFICE REFERENCE: HRM 9/10/2025		
REMUNERATION	R461 350-76 per annum plus travelling allowance	TASK LEVEL: 12
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	2-3 Years Experience	
REQUIREMENTS	<ul style="list-style-type: none"> • LLB 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Administer relevant legislation. • Develop and maintain bylaws and municipal policies. • Facilitate implementation of legislation. • Render advisory services to the municipality. • Draft of municipal agreement and contracts. 	
HUMAN RESOURCE OFFICER DEPARTMENT: CORPORATE SERVICES LOCATION: MODIMOLLE OFFICE REFERENCE: HRM 10/10/2025		
REMUNERATION	R461 350-76 per annum plus travelling allowance	TASK LEVEL: 12
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	2-3 years relevant experience	
REQUIREMENTS	National Diploma in Human Resource Management or Equivalent	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinates the key performance areas and specific outputs associated with the Human Resources Section (Employee Benefits) through administrating and ensuring legislative compliance and adherence to procedures and processes with regards to the Employee/ Council benefits. 	

	<ul style="list-style-type: none"> • Leave administration, maintenance of basic conditions of service; facilitating and supporting the recording, updating, circulation and maintenance of information with regards to various personnel related activities, including recruitment and selection and payroll administration functions.
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ADMIN OFFICER
DEPARTMENT: CORPORATE SERVICES
LOCATION: MODIMOLLE
REFERENCE: HRM 12/10/2025

REMUNERATION	R461 350-76 per annum Entry Level plus travelling allowance	TASK LEVEL: 12
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	2-3 years relevant experience	
REQUIREMENTS	<ul style="list-style-type: none"> • National Diploma in Public Administration or Equivalent • Computer Literacy • Valid Drivers Licence 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordination and scheduling of specific and procedural requirements associated with council and committee meetings. • Provide secretarial support to council and council committee. • Coordination of facilities management 	

2 X TRAFFIC OFFICER: GRADE 3
DEPARTMENT: SOCIAL & COMMUNITY SERVICES
LOCATION: MODIMOLLE
REFERENCE: HRM 13/10/2025

REMUNERATION	R317 115-47 per annum Entry Level plus travelling allowance	TASK LEVEL: 09
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	1 year relevant experience	
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • Traffic officer Diploma • Code B • No criminal record 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Performs activities associated with the provision of a traffic and community policing service. 	

	<ul style="list-style-type: none"> • Communicating with the Control Room and attending to traffic bottlenecks caused through accidents, breakdown or peak hour congestion. • Hand signals to communicate with drivers and pedestrians, directing, diverting, stopping and controlling the flow of traffic. • Patrolling and observing the streets and suburban areas and identifying with non-conforming practices. • Participating in routine checks, stopping vehicles and conducting inspection of driver licenses, vehicle registration and roadworthiness requirements or attending to specific infringement of road safety rules. • Issuing fines, warnings and/ or serving summons on offenders and/ or executing arrests for more serious offences. • Recording the statements of witnesses and offenders and/ or completing details of traffic offences/ contraventions prior to issuing the fines.
LAND SURVEYOR DEPARTMENT: PLANNING LOCATION: MODIMOLLE REFERENCE: 14/10/2025	
REMUNERATION	R461 350-76 per annum plus travelling allowance
CONDITIONS OF EMPLOYMENT	TASK LEVEL: 12 Permanent The incumbent will be required to sign a performance Management Contract.
YEARS OF EXPERIENCE	2-3 years relevant experience
REQUIREMENTS	National Diploma in Land Surveying - NQF Level 6 Code EB Driver's License.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinate the key performance areas and result indicators associated with the Land Survey Section (Cadastral Survey), through the management of land matters relating to cadastral surveys (property rights) including leases and servitudes. • Coordinate the administration of the Cadastral database. • Implementing and exercising financial controls, and execution and application of procedures regulations and standards in order to ensure priorities identified in the

Integrated Development Plan are afforded adequate attention (speed-up housing delivery).

LICENSING OFFICER X 3
DEPARTMENT: SOCIAL & COMMUNITY SERVICES
LOCATION: MODIMOLLE OFFICE
REFERENCE: HRM 15/10/2025

REMUNERATION	R208 545-40 per annum Entry Level	TASK LEVEL: 06
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	1 year relevant experience	
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • Computer certificate 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Responsible for processing of vehicle and drivers licencing and registration applications and payments. • Receive post-book cheques and cash from Printing & Records. • Capture data provided by Printing & Records on computer programme. • Receive cash or cheques from customers in order to issue vehicle licence and drivers licence. • Count and verify cash amounts against receipts and completing deposit forms/ procedural documentation to facilitate the banking process. • Provide routine information related to vehicle licensing and registration procedures. • Communicate with the client and establishing the nature of enquiry. 	

CREDITORS CLERK
DEPARTMENT: BUDGET & TREASURY
LOCATION: MODIMOLLE OFFICE
REFERENCE: HRM 16/10/2025

REMUNERATION	R241 680-78 per annum Entry Level	TASK LEVEL: 07
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	1 Year relevant working experience	
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12, National Certificate in Financial Management/Accounting and Computer Literacy Certificate • No criminal record 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Verify correctness and accuracy of source payment documentation received by Supply Chain Management and confirm compliance therein 	

	<ul style="list-style-type: none"> • Prepare payments vouchers for verification by the superior • Capture & process the approved payment voucher onto the banking system and return to Manager or CFO for approval • Print and attach proof of payment to payment voucher and file documentation • Record 3rd parties on the financial system • Capture and process salary stipends for Ward Committees following receipt of schedule prepared by the Accountant • Capture standing obligations on receipt of schedule from Accountant
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PIT ASSISTANT X 2
DEPARTMENT: SOCIAL & COMMUNITY SERVICES
LOCATION: MODIMOLLE OFFICE
REFERENCE: HRM 17/10/2025

REMUNERATION	R164 280-53 per annum Entry Level	TASK LEVEL: 04
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	06 Months	
REQUIREMENTS	Grade 10 / ABET Level 4	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Check the engine and chassis number on the vehicle. • Keep by-standers away from the pit. • Take care of the hand tools. • Direct clients on where to park. • Clean the pit. • Keep the testing station building clean by moping, sweeping, cleaning any oil residue from vehicles. • Assist with mending broken windows, doors, chairs, gates etc. • Assist with maintain cleanliness and order of the grounds. 	

GENERAL WORKERS: WATER & SANITATION X 7
DEPARTMENT: TECHNICAL SERVICES
LOCATION: MODIMOLLE OFFICE
REFERENCE: HRM 18/10/2025

REMUNERATION	R145 840-60 per annum Entry Level	TASK LEVEL: 03
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	06 months	
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 10 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Performs labouring activities associated with providing support during the installation, repair and maintenance of water reticulation systems. • Receiving instructions/ guidance from the Artisan and attends to the preparation of work site. 	

	<ul style="list-style-type: none"> • Providing support to the Artisan Assistant and Artisan during the marking off of work area. • Removing and washing off debris from tools and equipment. • Placing and stacking tools/ equipment in the vehicle, observing sequences and procedures supporting safe transit.
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GENERAL WORKERS: STREET CLEANERS X 4 DEPARTMENT: SOCIAL & COMMUNITY SERVICES LOCATION: MODIMOLLE OFFICE REFERENCE: HRM 19/10/2025		
REMUNERATION	R145 840-60 per annum Entry Level	TASK LEVEL: 03
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	6 months	
REQUIREMENTS	<ul style="list-style-type: none"> • Abet level 4 or Grade 10 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Sweeping walkways and paved areas using a broom; gathering, picking and transferring litter into refuse collection bags. • Picking up litter and/ or items lying in open spaces. • Removing and replacing refuse bags from collection bins in public areas. • Cleans vehicle and attends to the storage and care of cleaning tools. • Removing and washing off debris from tools and/ or vehicles using pressurized cleaning systems (hand held hoses). 	

GENERAL WORKERS: WASTE MANAGEMENT X 6 DEPARTMENT: TECHNICAL SERVICES LOCATION: MODIMOLLE OFFICE REFERENCE: HRM 20/10/2025		
REMUNERATION	R145 840-60 per annum Entry Level	TASK LEVEL: 03
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	6 months	
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 10 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • To render the cleanliness of streets and open public spaces, sweeping, gathering and loading litter and general waste. • Sweep walkways and paved areas using a broom, gathering, • Pick and transfer litter into refuse collection bags. • Pick up litter and/ or items lying in open spaces. • Remove and wash off debris from tools and/ or vehicles using pressurized cleaning systems (hand held hoses) • Place and stack tools in designated storage area. 	

CLEANERS X 4 DEPARTMENT: CORPORATE SERVICES LOCATION: MODIMOLLE OFFICE REFERENCE: HRM 21/10/2025		
REMUNERATION	R145 840-60 per annum Entry Level	TASK LEVEL: 03
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	6 months	
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 10 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Undertakes activities associated with maintaining cleanliness. • Vacuuming carpeted floor areas, dusting and tidying desktops and shelves. • Cleaning ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, towels etc and checking and reporting defective items to the immediate superior for attention. • Perform daily routine on inspection and maintenance activities • Attending to the surroundings, picking up litter and/ or sweeping paved areas/ walkways. 	

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**GENERAL WORKERS: ELECTRICAL
DEPARTMENT: TECHNICAL SERVICES
LOCATION: MODIMOLLE OFFICE
REFERENCE: HRM 22/10/2025**

REMUNERATION	R145 840-60 per annum Entry Level	TASK LEVEL: 03
CONDITIONS OF EMPLOYMENT	Permanent The incumbent will be required to sign a performance Management Contract.	
YEARS OF EXPERIENCE	06 Months	
REQUIREMENTS	Abet Level 4 / Grade 10	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Prepare and clean work areas before and after electrical tasks. • Perform basic electrical tasks under supervision. • Carry, load and organize electrical tools, equipments and materials. 	

GENERAL

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CLOSING DATE: 24th October 2025 @12PM



**LC MALEMA
ACTING MUNICIPAL MANAGER**