



**MODIMOLLE-MOOKGOPHONG
LOCAL MUNICIPALITY**

**Modimolle-Mookgophong Local Municipality is an equal opportunity employer
subscribing to the Employment Equity Act and hereby invites applications from suitable
qualified persons to fill the under mentioned posts:**

EXTERNAL ADVERTISEMENT

DATA CAPTURER X2 DEPARTMENT: TECHNICAL SERVICES LOCATION: MODIMOLLE OFFICE REFERENCE: HRM 01/12/2025		
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.	
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • National Certificate in public Administration • 12 Months experience needed • Driver's License 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Liaise with stakeholders. • Compile EPWP reports. • Coordinate EPWP implementation 	
MANAGER: LED & TOURISM DEPARTMENT: PLANNING AND STRATEGIC DEVELOPMENT LOCATION: MODIMOLLE OFFICE REFERENCE: HRM 02/12/2025		
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"> • Degree in Development Studies/ Economic Sciences • Code EB Drivers Licence • Computer Literacy • No Criminal Record 	

RESPONSIBILITIES	<ul style="list-style-type: none"> • Identifies and defines the immediate, short and long-term objectives/ plans and controls associated with economic development. • Prepares and submits capital/ operating estimates and controls expenditure against the approved budget allocations. • Controls outcomes associated with utilization, productivity and performance of personnel. • Manage the formulation of specific policies and procedures. • Coordinate LED & Tourism projects within the region to ensure that objectives in terms of the IDP are met. • Manages specific administrative and reporting requirements associated with the key performance and result indicators of the functionality. • Disseminates functional information and advice on the immediate, short and long-term objectives and current developments, problems and constraints. 	
MANAGER: SOLID WASTE MANAGEMENT DEPARTMENT: SOCIAL AND COMMUNITY SERVICES LOCATION: MODIMOLLE OFFICE REFERENCE: HRM 03/12/2025		
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"> • Degree in Environmental Sciences or equivalent • Code EB Drivers Licence • Computer Literacy • No Criminal Record 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Identifies with the Social Services strategy with respect to service delivery and defines, implements and monitors the short term plans/objectives for the Waste Management functions. • Analysing service delivery trends and capacity against requirements to facilitate the preparation of capital and operational expenditure estimates to support plans and objectives. • Directs and controls the Key Performance Indicators and outcomes of personnel within the Waste Management Section • Implements procedures, systems and controls to regulate specific work sequences and general practices/ processes as dictated to in Waste Management legislation and by-laws. • Co-ordinates and controls processes associated with monitoring and enforcing compliance in respect of the 	



	requirements of specific Waste Management Legislation and By-Laws	
PAYROLL CLERK DEPARTMENT: BUDGET AND TREASURY LOCATION: MODIMOLLE OFFICE REFERENCE: HRM 04/12/2025		
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.	
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • National Certificate in Financial Management • Computer Literacy 	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Co-ordinate activities of payroll (Salaries, Imputes) processes payroll in an accurate, compliant and timely manner. • Preparation of payroll related documents. • Administer benefits plans. • Prepare relevant weekly, monthly, quarterly and year-end reports 	

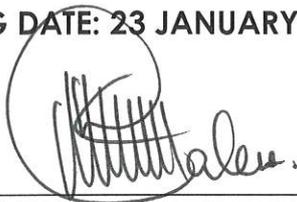
GENERAL

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)

CLOSING DATE: 23 JANUARY 2026 @12PM



LC MALEMA
ACTING MUNICIPAL MANAGER